

FILING, SELECTION & TESTING PROCESS

To apply, submit a City of Gardena Employment Application to the address below. Incomplete or illegible applications will not be accepted. No FAX or E-mail copies. Applications must be submitted to the Human Resources Office. Recruitment is on a continuous basis with testing scheduled as needed. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

Prior to appointment, the applicant must meet minimum standards established by the Commission on Peace Officer Standards and Training and the City of Gardena. Applicants must pass:

- | | | |
|----|--------------------------|------------|
| 1. | Written Exam | Pass/Fail |
| 2. | Physical Agility | Pass/Fail |
| 3. | Oral Interview | 100% |
| 4. | Polygraph Examination | Qualifying |
| 5. | Psychological Evaluation | Qualifying |
| 6. | Medical Examination | Qualifying |
| 7. | Background Investigation | Qualifying |
| 8. | Chief's Oral Interview | Qualifying |

AN EQUAL OPPORTUNITY EMPLOYER

THE CITY OF GARDENA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, DISABILITY, MARITAL STATUS, AGE, SEX OR SEXUAL ORIENTATION.

THE CITY OF GARDENA MAINTAINS AND ENFORCES A ZERO-TOLERANCE POLICY RELATING TO SUBSTANCE ABUSE AND MAINTAINS A SMOKE-FREE WORKPLACE.

SUBMIT APPLICATIONS TO: CITY OF GARDENA PERSONNEL OFFICE
1700 W. 162ND STREET, GARDENA, CA 90247
24-HR. JOB LINE: (310) 217-9515 / www.ci.gardena.ca.us

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

POLICE OFFICER/TRAINEE BENEFIT PACKAGE

- VACATION:** Accrue 9.75 hours/month from 1-4 years, increasing with years of service.
- SICK LEAVE:** Accrue 12.5 hours per month, with annual Sick Leave buy-back plan.
- HOLIDAYS:** 15 holidays per year, with annual Holiday buy-back plan.
- RETIREMENT:** The City participates in the California Public Employees' Retirement System (CalPERS, 3% @ 50), with the City paying the total contribution of 9% (Safety Member Coverage Group).
- HEALTH INSURANCE:** Health, vision, prescription and dental coverage is provided. The City currently pays the entire premium for employee plus one dependent.
- DEFERRED COMP:** Available to interested employees.
- CREDIT UNION:** Savings and loan services available through the South Bay Credit Union.
- WORK SCHEDULE:** Patrol Officers work a 3/12 ½ plan. All others work 4/10 plan.
- UNIFORM ALLOWANCE:** \$700.00 annually.
- BILINGUAL PAY:** \$800.00 annually.
- TUITION REIMBURSEMENT:** The City pays \$1,500 per year for tuition and books for approved courses.
- IMMIGRATION REFORM & CONTROL ACT OF 1986:** In compliance with the Immigration Reform & Control Act of 1986, new employees must verify identity and entitlement to work in the United States by providing required documentation.

THE GARDENA COMMUNITY: Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with five City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community.



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Prior to appointment, the applicant must meet minimum standards established by the Commission on Peace Officer Standards and Training and the City of Gardena. Academy Experienced Police Officer applicants must have, within the past three years, COMPLETED a P.O.S.T.-accredited Academy, approved by the City of Gardena, and **MUST ATTACH A COPY OF CURRENT P.O.S.T. CERTIFICATE OR DIPLOMA TO THE EMPLOYMENT APPLICATION.** Phases 1 and 2 of the test may be waived for Academy Experienced applicants but must pass processes 3-8 listed below:

1.	Written Exam	Pass/Fail
2.	Physical Agility	Pass/Fail
3.	Oral Interview	100%
4.	Polygraph Examination	Qualifying
5.	Psychological Evaluation	Qualifying
6.	Medical Examination	Qualifying
7.	Background Investigation	Qualifying
8.	Chief's Oral Interview	Qualifying

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POLICE OFFICER ACADEMY EXPERIENCED BENEFIT PACKAGE

VACATION:	Accrue 9.75 hours/month from 1-4 years, increasing with years of service.
SICK LEAVE:	12.5 hours per month, with annual Sick Leave buy-back plan.
HOLIDAYS:	15 holidays per year, with annual Holiday buy-back plan.
RETIREMENT:	The City participates in the California Public Employees' Retirement System (CalPERS, 3% @ 50) with the City paying the total contribution of 9% (Safety Member Coverage Group).
HEALTH INSURANCE:	Health, vision, prescription and dental coverage is provided. The City currently pays the entire premium for employee plus one dependent.
DEFERRED COMP:	Available to interested employees.
CREDIT UNION:	Savings and loan services available through the South Bay Credit Union.
WORK SCHEDULE:	Patrol Officers work a 3/12 ½ plan. All others work 4/10 plan.
UNIFORM ALLOWANCE:	\$700.00 annually.
BILINGUAL PAY:	\$800.00 annually.
TUITION REIMBURSEMENT:	The City pays \$1,500 per year for tuition and books for approved courses.
IMMIGRATION REFORM & CONTROL ACT OF 1986:	In compliance with the Immigration Reform & Control Act of 1986, new employees must verify identity and entitlement to work in the United States by providing required documentation.

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Prior to appointment, the applicant must meet minimum standards established by the Commission on Peace Officer Standards and Training and the City of Gardena. *Lateral applicants must be currently employed with a law enforcement agency within the State of California and must have successfully completed an approved Basic Academy accredited by P.O.S.T. and approved by the City of Gardena. SUBMIT COPY OF P.O.S.T. BASIC CERTIFICATE ALONG WITH EMPLOYMENT APPLICATION.* If Certificate is accepted, phases 1 and 2 of the test may be waived. Applicants must pass processes 3-8 listed below:

1.	Written Exam	Pass/Fail
2.	Physical Agility	Pass/Fail
3.	Oral Interview	100%
4.	Polygraph Examination	Qualifying
5.	Psychological Evaluation	Qualifying
6.	Medical Examination	Qualifying
7.	Background Investigation	Qualifying
8.	Chief's Oral Interview	Qualifying

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POLICE OFFICER LATERAL BENEFIT PACKAGE

VACATION:	Accrue 9.75 hours/month from 1-4 years, increasing with years of service.
SICK LEAVE:	12.5 hours per month, with annual Sick Leave buy-back plan.
HOLIDAYS:	15 holidays per year, with annual Holiday buy-back plan.
RETIREMENT:	The City participates in the Public Employees' Retirement System (CalPERS, 3% @ 50). While in the Academy, the Police Trainee position is non-Sworn and is covered under the Miscellaneous Coverage Group of CalPERS and the City pays the total employee contribution of 7%. Upon graduation from the Academy, the Police Trainee may become a Sworn Officer transferring within CalPERS to the Safety Member Coverage Group with the City paying the total contribution of 9%.
HEALTH INSURANCE:	Health, vision, prescription and dental coverage is provided. The City currently pays the entire premium for employee plus one dependent.
DEFERRED COMP:	Available to interested employees.
CREDIT UNION:	Savings and loan services available through the South Bay Credit Union.
WORK SCHEDULE:	Patrol Officers work a 3/12½ plan. All others work 4/10 plan.
UNIFORM ALLOWANCE:	\$700.00 annually.
BILINGUAL PAY:	\$800.00 annually.
TUITION REIMBURSEMENT:	The City pays up to \$1,500 per year for tuition and books for approved courses.
IMMIGRATION REFORM & CONTROL ACT OF 1986:	In compliance with the Immigration Reform & Control Act of 1986, new employees must verify identity and entitlement to work in the United States by providing required documentation.

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POLICE SERGEANT BENEFIT PACKAGE

VACATION: Accrue 9.75 hours/month from 1-4 years, increasing with years of service.
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HOLIDAYS: 15 holidays per year, with annual Holiday buy-back plan.
RETIREMENT: The City participates in the California Public Employees' Retirement System (CalPERS, 3% @ 50) with the City paying the total contribution of 9% (Safety Member Coverage Group).
HEALTH INSURANCE: Health, vision, prescription and dental coverage is provided. The City currently pays the entire premium for employee plus one dependent.
DEFERRED COMP: Available to interested employees.
CREDIT UNION: Savings and loan services available through the South Bay Credit Union.
WORK SCHEDULE: Patrol Officers work a 3/12 ½ plan. All others work 4/10 plan.
UNIFORM ALLOWANCE: \$700.00 annually.
BILINGUAL PAY: \$800.00 annually.
TUITION REIMBURSEMENT: The City pays \$1,500 per year for tuition and books for approved courses.
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