City of Corning
POLICE DEPARTMENT
774 Third Street
Corning, California 96021

Jeremiah Fears
Chief of Police

www.corningpd.org (530) 824-7000 Fax (530) 824-7010

Dear Applicant:

Following are copies of the City of Corning Police Department's job flyer for the Dispatcher/Clerk position, a City of Corning Employment Application form, an Applicant Characteristics Form, and information on Corning Police Department Pre-Employment Behavioral Standards. **Please note that employment as a Dispatcher/Clerk does require rotating shifts, overtime and work on holidays and weekends.**

Please make sure you have read all the information provided and submit the necessary documentation when you apply. ***A valid and signed typing certificate, obtained from acceptable sources within the past six (6) months and showing of minimum net 40 words per minute, must be submitted with the application. Internet tests are not acceptable***. Submit the completed application in a sealed envelope addressed to the Chief of Police and marked "CONFIDENTIAL."

Individuals who have previously applied with the Department, if not selected for further consideration after the oral interview, will not be eligible to apply for the same position within one year. Individuals who have previously applied and were not selected after the background investigation phase, will not be eligible to apply for the same position for three years. Please note that the new POST guidelines state that ("before an examinee can re-test, he/she must wait for a period of one (1) month").

Sincerely,

Jeremiah Fears
Chief of Police

JJF/llc

The City of Corning

invites applications for the position of

Police Dispatcher/Clerk

THE POSITION

Under general supervision a Dispatcher/Clerk will: receive all incoming calls for police assistance; operate two-way radio using standard broadcasting procedures and rules; operate local, state and national computer systems; learn the geographic layout and street locations of Corning and the surrounding area; effectively communicate with the public in the police business office; provide information and referrals to the appropriate agency or City department; handle telephonic inquiries of both emergency and non-emergency nature; prepare complaints and report submissions to the District Attorney, Courts, Probation, County and State offices in a timely manner; maintain police records and confidential criminal history files; be able to exercise judgement and work with minimum supervision; process applications for special licensing and other related work; search prisoners and assist with interviews and statements, when necessary.

THE DEPARTMENT

The Corning Police Department is currently authorized a staffing level of a Chief of Police, one Administrative Services Manager, one Administrative Secretary, four Patrol Sergeants, one Task Force Officer, one School Resource Officer, eight Police Officers, five full-time and three part-time Dispatcher/Clerks, and one full-time Community Service Officer.

THE CITY

Corning is a rural community with a population of 7763. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles northwest of Chico. The area offers ample opportunity for those interested in hiking, hunting, fishing, and all phases of recreation. Additional community facilities include excellent schools, a modern library and 21 churches. Advanced educational opportunities at Shasta and Butte Community Colleges and the California State University, Chico are all available and within an hour drive. The City of Corning offers an excellent environment for the growth and development of individuals and families.

REQUIRED QUALIFICATIONS

APPLICANTS MUST:

- ⇨ Possess a High School Diploma or G.E.D.
- ⇨ Possess a valid California driver's license and have a satisfactory driving record
- ⇨ Be a minimum of 18 years old at the time of appointment
- ⇨ Be a US citizen or a permanent resident alien who is eligible, and has applied for, US citizenship
- ⇨ Possess physical characteristics that include proportional height/weight, normal hearing and visual acuity (correctable to 20/30)
- ⇨ Have the ability to: communicate effectively, solve problems, make sound judgments under pressure, have excellent observational skills, have a willingness to confront problems, have an interest in people, have a desire for self-improvement, have appropriate grooming standards, be dependable, have integrity, be able to operate a motor vehicle, have credibility as a witness in court
- ⇨ Meet background investigation, medical and psychological standards
- ⇨ Ability to complete DOJ-certified CLETS training
- ⇨ Must be able to assume rotating shift assignments, to include weekends and holidays
- ⇨ Working knowledge of computer operations
- ⇨ Must be physically able to: stand and/or sit for long periods of time; operate keyboard and/or typewriter for long periods of time; reach for and lift file boxes; stoop; bend, and squat to obtain files, etc. from cabinets; lift and carry boxes of office supplies, typewriters and computers; stretch to retrieve various resource manuals.
- ⇨ Ability to complete a POST-certified dispatch course within one (1) year of appointment
- ⇨ Be familiar with general office filing procedures
- ⇨ Spanish speaking ability is desirable, but not required
- ⇨ Type forty (40) words per minute **NET (TYPING CERTIFICATE WITHIN PAST SIX (6) MONTHS REQUIRED AT TIME OF APPLICATION SUBMISSION).** Internet tests are not accepted.

SALARY AND BENEFITS

Salary:	$3211.00 to $3942.00 monthly (to 12/31/16)
Incentive Pay:	2.5% Intermediate Certificate 2.5% Advanced Certificate 5.0% Bilingual (Spanish)
Holiday Pay:	126 hours, currently paid in one lump sum on the pay period prior to Thanksgiving Day in November of each year.
Vacation Pay:	Employees receive 80 hours paid vacation after 1 year of service, 120 hours after 5 years of service, 160 hours after 10 years of service and 200 hours after 15 years of service.
Compensatory Time Off:	Employees can accrue up to 175 hours of compensatory time off.
Sick Leave:	Employees receive 8 hours of sick leave per month accumulative, with a cap of 1920 hours.
Retirement:	Retirement is as defined by CalPERS. Further information available upon request.
Insurance:	The City currently offers three health insurance plans and contributes a maximum of $1284.91 monthly toward the employee's health plan. A $100,000 term life insurance policy is provided for the employee by the City.
Uniform Allowance:	The City provides $625.00 per year, paid in one lump sum on the employee's anniversary date.

COMPETITIVE SELECTION PROCESS

APPLICATION REVIEW BOARD: All applicants must submit a complete City of Corning application with clear, concise and complete information regarding their qualifications for the position. Those candidates whose qualifications best meet the City's requirements will be invited to participate further.

WRITTEN EXAMINATION: This examination shall include the POST Written/Practical Exam. This Exam is a three-hour test and consists of eleven areas that test verbal ability, reasoning, memory and perceptual ability.

ORAL APPRAISAL INTERVIEW: This interview is to evaluate training, experience and personal qualifications.

BACKGROUND INVESTIGATION: Candidates successfully completing all prior phases of the selection process will be subject to a thorough background investigation. This investigation is used to determine a candidate's moral character and suitability for employment with law enforcement. The investigation may include (but not be limited to): a computerized voice-stress analysis, criminal and military record check, driving and credit history, and previous employer(s) and references.

PSYCHOLOGICAL EVALUATION: Candidates will be evaluated for their suitability for employment as a Corning Police Dispatcher/Clerk.

MEDICAL EXAMINATION: Prior to appointment, candidates must successfully complete a medical examination, including a drug screen, to determine if they meet the City's medical standards for this position.

TO APPLY

An application may be obtained from our website at www.corningpd.org. Please submit your completed application and any necessary documentation in a sealed envelope addressed to: Chief of Police, 774 Third Street, Corning, CA 96021 and marked "CONFIDENTIAL." If you have any questions, call (530) 824-7015. When a sufficient number of applicants have been preliminarily qualified, they will be invited to participate in the selection process. Resumés may be attached but are not accepted in lieu of the City application. Faxed applications are not accepted.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage in the testing process, please provide advanced notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

THE CITY OF CORNING IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

City of Corning

EMPLOYMENT APPLICATION

Return completed application to:

Corning Police Department
774 Third Street ● Corning, CA 96021
(530)824-7000 ● www.corningpd.org

Date_____

Position Applied For: _____ Rate of pay expected _____

Name _____ Email address _____
Address _____ City _____ State _____ ZIP _____
Mailing Address (If different from above) _____
Home Phone (_____) _____ - _____ Message Phone (_____) _____ - _____
Are you a U.S. Citizen? ○ Yes ○ No If not, are you a legal resident? ○ Yes ○ No
Driver's License #_____ Class_____ State Issued_____ Expiration Date_____
Were you previously employed by the City of Corning? ○ Yes ○ No If yes, when? _____
Under what names? _____
List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP

Do you type? ○ Yes ○ No _____ WPM Do you take shorthand? ○ Yes ○ No _____WPM

Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.

Describe _____

_____

_____

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify) Business, Trade, etc.						

In order for your application to be considered, the following section MUST be completed.
A resume may be attached but will not be acceptable in lieu of this section.
List below all present and past employment FOR THE LAST 10 YEARS beginning with your most recent job.

Dates Month - Year	COMPANY	POSITION HELD	STARTING SALARY
Start	ADDRESS	YOUR SUPERVISOR	FINAL SALARY
End	BUSINESS	YOUR DEPARTMENT	PHONE #
Total Time	REASON FOR LEAVING	YOUR DUTIES	

Dates Month - Year	COMPANY	POSITION HELD	STARTING SALARY
Start	ADDRESS	YOUR SUPERVISOR	FINAL SALARY
End	BUSINESS	YOUR DEPARTMENT	PHONE #
Total Time	REASON FOR LEAVING	YOUR DUTIES	

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End	BUSINESS	YOUR DEPARTMENT	PHONE #
Total Time	REASON FOR LEAVING	YOUR DUTIES	

May we contact the employers listed? ○ Yes ○ No If not, which one(s) may we contact?
If yes, describe _____

Have you ever been discharged or forced to resign? ○ Yes ○ No If yes, describe
If yes, describe _____

Have you ever been convicted of a felony? ○ Yes ○ No (Not an absolute bar to employment)
If yes, describe _____

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant _____ Date _____

APPLICANT CHARACTERISTICS

The information required on this questionnaire is voluntary, and will assist the City in its recruitment and in accurately complying with required statistical reports for federal and state agencies. This questionnaire will be detached from your application and will be kept separate and confidential. None of the information will be used to discriminate against or give preference to any individual in any personnel transaction.

PLEASE COMPLETE THE FOLLOWING:

Your Name: _____

Position for which you are applying: _____

How did you learn about this position? _____

Gender

- ○ Male
- ○ Female

Ethnic Origin

- ○ Hispanic or Latino
- ○ Not Hispanic or Latino

Race (Check one or more)

- ○ White
- ○ Black
- ○ Hispanic
- ○ Asian or Pacific Islander
- ○ Native American or Alaskan Native
- ○ Other

Do you have any physical condition or handicap which may require special accommodations?

- ○ Yes
- ○ No

If yes, what can be done to accommodate your limitation? _____

_____

_____

Signature _____ Date _____

The City of Corning is an Equal Opportunity Provider and Employer

PRE-EMPLOYMENT BEHAVIORAL STANDARDS

The Corning Police Department has established pre-employment behavioral standards. The standards are designed to insure that the Corning Police Department employs people who have demonstrated sound judgment, maturity, honesty and respect for and adherence to the laws of the State of California while taking into account youthful indiscretion and experimentation.

Positions of public trust require people who have demonstrated honesty, sound judgment, personal discipline and responsibility.

The following standards are applicable to applicants for the Corning Police Department.

A. HONESTY.

Criminal justice employees have access to sensitive information. They are subject to be witnesses in court. Honesty and integrity are the cornerstone of trust and credibility. Hence, an applicant who is dishonest in any portion of the pre-employment process shall be disqualified from further consideration for employment. Dishonesty includes misstating or misrepresenting identifying information, or qualifications whether orally or in writing; misleading any person involved in the pre-employment screening by either misstating, misrepresenting or failing to completely answer any questions; not accurately or completely completing applications, background questionnaires, personal history statements, medical screening documents, or any other document used in the pre-employment process to determine the applicant's suitability for the position; or any other act of deceit or deception. The pre-employment process includes the employment application, the oral interview, background investigation including the interviews conducted as part of the investigation, the Chief's interview, the polygraph, the psychological evaluation, and the medical screening.

B. INTERPERSONAL CONDUCT.

Criminal justice employees and peace officers are required to interact daily with their fellow employees. They must have a history of stable interpersonal conduct, sensitivity in their dealings with others, and respect for other's rights.

There are certain criminal acts which will make an applicant unsuitable for employment as a criminal justice employee or a peace officer. These acts include, among others, murder, rape, robbery, any violent assault upon another, including spousal battery, mayhem, sexual battery, or other acts of violence. This shall include any crime involving or directed against a child or any criminal sexual act which could be classified as a felony.

C. CONDUCT AGAINST SOCIETY.

Criminal justice employees and peace officers must have demonstrated sound judgement and maturity in their lives. As public employees, there are certain acts which are incompatible with public service because the act itself is felonious conduct which will disqualify the applicant.

Applicants who have manufactured, transported, cultivated, brokered, or sold any controlled substance shall not be eligible for employment. Applicants who have committed arson; burglarized an occupied building; stole any significant amount of money, goods, or services from their employers; stole any significant item, goods, or amount of money, while in a position of trust, or any other act which demonstrates lack of respect for other's property shall not be eligible for employment.

D. HISTORY OF STABILITY.

Criminal justice employees and peace officers must have a history of stability as demonstrated by their prior employment history.

An applicant who has resigned from employment in lieu of termination except where a hostile work environment has been alleged, has been terminated for cause from employment, has been terminated while on probation (except for reduction in work force within the last three years), or those who have held more than three permanent job positions (not including promotions) within five years (with the exception of students and construction workers), shall be disqualified from employment.

E. ABILITY TO LEARN.

Constantly evolving technology and changes in law and procedures require employees who are able to assimilate new concepts. The ability to learn can be demonstrated by an applicant's employment history or academic history.

Peace officer applicants who have been dismissed from a basic course of instruction at a P.O.S.T. Certified Academy or its' equivalent in another state within the past three years shall not be eligible for employment. Peace officer applicants who have not successfully completed an F.T.O. program as demonstrated by either termination or resignation while in the program, within the past three years shall not be eligible for employment.

F. ABILITY TO OPERATE A MOTOR VEHICLE.

Peace officers are expected to be able to operate a motor vehicle in a safe and efficient manner. Peace officers must be able to operate emergency vehicles in many differing situations, including emergency responses. Applicants shall be expected to have demonstrated the ability to safely operate a motor vehicle as evidenced by their driving history.

Applicants shall not have had more than two chargeable accidents where they have been found most at fault by the investigating agency in the past four years. Applicants may not have more than three infraction moving violations within the past five years. Applicants shall not have any record of alcohol-related incidents, such as drunk driving, or such a charge reduced to reckless driving, within the past three years. Any applicant who has more than one such offense shall not be eligible for employment.

G. JUDGMENT AND CREDIBILITY AS A WITNESS.

Peace officers are expected to have demonstrated a pattern of sound judgment. Peace officers must be able to be a credible witness in a court of law. Both of these areas are specific job dimensions outlined by the Commission on Peace Officer Standards and Training (P.O.S.T.). Applicants who have a history of committing repeated misdemeanors or felony offenses are not credible witnesses. Possession of controlled substances are violations of State and Federal Laws and a history of violating the law does not show sound judgment and hence, is not compatible with law enforcement.

H. PRE-EMPLOYMENT DRUG POSSESSION.

The Corning Police Department has adopted the following standards for pre-employment drug possession. For the purpose of this policy, possession shall be defined as each time the drug was in the applicant's personal possession, either within the body or in the hands, clothing, vehicle, home residence, or any other area where the applicant has control.

Substance	Possession/Usage Within The Past	Maximum Lifetime Usage
Marijuana or any derivative	3 years	25
Amphetamines	5 years	5
Nonprescribed Anabolic Steroids	5 years	5
Barbiturates	5 years	5
Cocaine	5 years	5
Illegal Use of Prescription Drugs	5 years	5
Methamphetamines	5 years	5
"Crack"	Never	0
Heroine/Non-prescribed Opiates	Never	0
Intravenous Illegal Use	Never	0
LSD/Mushrooms/Hallucinogens	Never	0
PCP	Never	0
Any Other Illegal Drugs	Never	0

I. PHYSICAL ABILITY.

Peace officers must be able to perform their duties. They must be able to run, climb fences, operate a motor vehicle, arrest and physically control large, physically combative suspects, lift objects, operate equipment, including computers, weapons and hand-cuffs, hear voice, radio, and telephone communications, see and read license plates, see colors, movements, and activities in reduced, limited, or extremely low light conditions. Peace officers applicants must meet the physical requirements established by P.O.S.T.