Invites your application for:

**Police Officer**  
*(Lateral Candidates Only)*

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*Continuous Filing*

An Equal Opportunity Employer
The City
San Mateo is a city of over 100,000 residents, strategically located midway between San Francisco and San Jose and is within Silicon Valley. One of the City’s strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has a vibrant business and retail environment with national and international businesses, two major shopping centers and an active downtown. The community values its historic and new residential neighborhoods and recently approved a major new Transit Oriented Development that will add 1,500 new homes, 300,000 square feet of new retail and as much as 1.5 million square feet of commercial office space.

The City organization has a culture of innovation, collaboration and strong customer service. The City’s annual budget is $205 million and is staffed by over 549 full time employees. The City is continually evaluating new and innovative ways of providing high quality services to its residents while acknowledging the competing demands for the limited funds available. Find out more interesting facts at: www.cityofsanmateo.org

The Department
Consists of a diverse and outstanding group of men and women who have dedicated themselves to public service. Our staff, which consists of 114 sworn police officers and 40 civilian positions, is devoted to protecting and serving the citizens of San Mateo professionally, while providing outstanding customer service.

Philosophy of the Chief of Police
The San Mateo Police Department is dedicated to providing the highest level of police services to all persons within our community. Fairness, equality, justice and honor are our guiding principles in executing our duties and obligations, while ensuring the continuation of a legacy of excellence.

The Department also recognizes its responsibility to improve the quality of life for those who live and work within our community by forming cooperative relationships with other City departments and service providers outside the organization.

The Position
Police Officers perform law enforcement and crime prevention work; control traffic flow and enforce state and local regulations; perform investigative work; participate in and provide support and assistance to special department crime prevention and enforcement programs and do related police work as assigned. Duties and hours will vary with assignments.

The Duties
Depending upon assignment, duties may include, but are not limited to, the following:
- To patrol in radio-equipped car or on foot; answer calls for the protection of life and property;
- Enforce City, County and State laws;
- May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, death, and other criminal activities.
- Learn, understand, and interpret laws and regulations;
- Prepare accurate written reports utilizing proper grammar;
- Understand broadcasting procedures of a police radio system;
- Understand and carry out oral and written direction;
- Possess the ability to accurately see and remember faces, numbers, incidents, and places, make arrests as necessary, interview victims, complainants and witnesses;
- Question suspects; Gather and preserve evidence;
- Testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses;
- Prepare reports of arrests made, activities performed, and unusual incidents observed;
- Search, fingerprint and transport prisoners.
- Promote the safe flow of traffic through enforcement, direction and other actions;
- Administer first aid as necessary;
- Think and act quickly in emergencies, and evaluate situations and people accurately. Check buildings for physical security; perform undercover and surveillance activities; serve warrants and subpoenas. Be proficient in the proper use of firearms and other defensive implements as required.
- Establish and maintain contact and positive relationships with citizens regarding potential law enforcement issues, including informants and contacts with people who may be helpful in criminal investigations; perform other duties necessary to improve the quality of life for the citizens of San Mateo.

“The Police Department is dedicated to providing the highest level of police service…”
The Qualifications

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain this would be:

- 21 years of age at time of appointment.
- U.S. Citizen or resident alien and proof of application for citizenship as required by California Government Code Section 1031(a).
- High School Graduate from an accredited school or GED.
- 60 units of credit from an accredited college or two years of Military Service in lieu of college.

License or Certificate:
- Possession of a valid California driver’s license and appropriate license classification as required.

Desirables:
- Completion of an accredited college, including undergraduate and graduate degrees;
- Military experience
- Basic computer and word processing skills
- Bilingual skills (Spanish is most prevalent, other languages also needed).
- Other life experience factors, equivalent to two years of college will be reviewed individually.

Note: There are also medical, physical, drug screen, psychological, personal interviews, finger printing, and background requirements, including a stress agility assessment for appointment as a police officer.

Lateral Transfer applicants:
A) Submit a completed City of San Mateo employment application. An on-line employment application is an official City of San Mateo employment application.

B) Currently employed or previously employed within the last 12 months with a California Law Enforcement Agency as a Peace Officer. Submit a copy of your certificate(s).

ADA Requirements: Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

Salary and Benefits

The City of San Mateo offers an excellent compensation package:

Salary: $9,195.25 to $10,958.06 per month

Retirement: CalPERS retirement 3% @ 55 with 3 year average final comp for “Classic” members and 2.7% @ 57 with 3 year average final comp for “New” members. Classic Members pay 14% of PERS and New Members pay 11% of PERS

Insurance: A choice of medical plans with City paid single coverage of 100% of the lowest cost HMO (Kaiser) single coverage or City paid two party or family coverage up to 90% of the least costly HMO (Kaiser) or $160 per month if waived. City Paid dental, vision, and life insurance premiums

Uniform Allowance: $38.46 biweekly. Initial uniform is provided by the City

Educational Incentives: 3.5% Intermediate POST, 7% Advanced POST (if applicable)

Bilingual Differential: $200.00 biweekly (if applicable)

Vacation: 88 - 200 hours annual vacation, depending on length of service

Holidays: 13 paid holidays per year

Leaves: 12 sick days per year earned; extended sick leave and family sick leave

Programs: Credit Union, Employee Assistance, 4% City Contribution to an RHSA account, 3.5% to a 401(a)(h) account and Free Fitness classes through City of San Mateo Parks and Recreation programs

On-Duty Wellness Program: Free annual physical fitness assessment and training. On duty work-out time

This classification falls within an employee bargaining unit, employees of which may elect to join
The Examination Process

Upon meeting the minimum qualifications for this position the candidates will be placed on an employment list. **Failure to attach, email or fax your certificate**, your application will not receive further consideration for this position. The employment list is updated as candidates become eligible.

The Selection Process

Once placed on the Employment List, and at the time a vacancy needs to be filled, the San Mateo Police Department representative will contact candidates selected to move onto the next step in the hiring process.

Before a conditional employment offer is made, candidates must take a polygraph examination. If successful, a conditional employment offer is made and candidates are then required to successfully pass a psychological, medical examination including a stress agility assessment, a drug screen, personal interviews, background investigation, fingerprinting, and must be able to furnish proof of legal right to work in the United States. The process will end with the Police Chief’s interview. The City’s standards must be met before the final appointment is made. The Chief of Police or her designee will make the final appointment.

How to Apply

Submit an online application, and supplemental questionnaire at www.calopps.org and attach the required certificates or mail a complete employment application package to:

City of San Mateo  
Human Resources Department  
330 West 20th Avenue  
San Mateo, CA  94403

All applicants **must** submit an official City of San Mateo employment application, and attach the required certificate. An on-line employment application is an official City of San Mateo employment application.

Unless otherwise specified, **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED ON YOUR ONLINE APPLICATION**. Therefore, it is imperative that you provide an email address to which you have regular access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

**SIGNING BONUS/REFERRAL AWARD**

Police Officers hired from this recruitment will receive a signing bonus of $1,500.00 upon successful completion of probation. If an eligible merit City employee refers a candidate who is subsequently hired from this recruitment, he/she shall receive a $1,500.00 referral award in accordance with the City’s Targeted Recruitment Program Policy. The candidate must note the referring employee’s name on the City’s official employment application at the time he/she submits it.