



*City of Corning*  
**POLICE DEPARTMENT**

*Anthony F. Cardenas*  
Chief of Police

774 Third Street

Corning, California 96021

(530) 824-7000

Fax (530) 824-7010

Dear Applicant:

Attached to this letter you will find the City of Corning Police Department's job brochure for the Dispatcher/Clerk position, a City of Corning Employment Application, 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.

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, if not selected after the background investigation phase, will not be eligible to apply for the same position for three years.

Please make sure you have read all the information provided and submit the necessary documentation when you apply. **Please note that 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."

Sincerely,

Anthony F. Cardenas  
Chief of Police

AFC/llc

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### SALARY

2009: \$2651 - \$3255 per month  
2010: \$2757 - \$3385 per month  
2011: \$2867 - \$3520 per month

### BENEFITS

**Holiday Pay:** 126 hours, currently paid in one lump sum on the last pay period in November of each year.

**Vacation Pay:** Employees receive eighty (80) hours of paid vacation after one (1) year of service, one-hundred twenty (120) hours after five (5) years of service and one-hundred sixty (160) hours after ten (10) years of service.

**Bilingual Incentive:** 2.5%

**Certification Pay:** 2.5% - 5%

**Vacation:** Employees receive eighty (80) hours of paid vacation after one (1) year of service, one-hundred twenty (120) hours after five (5) years of service and one-hundred sixty (160) hours after ten (10) years of service.

**Compensatory Time Off:** Employees can accrue up to one hundred (100) hours of compensatory time off.

**Sick Leave:** Employees receive eight (8) hours of sick leave per month, accumulative, with a cap of 1920 hours.

**Retirement:** PERS 2% at 55 program with City paying both employer and employee contributions.

**Insurance:** The City currently offers three health insurance plans and contributes a maximum of \$1027.50 monthly toward the employee's health plan and deferred compensation. A \$70,000 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.

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### TO APPLY

Applications may be obtained in person from the Corning Police Department, 774 Third Street, Corning, CA 96021, or by sending a self-addressed stamped envelope to the above address. You may also obtain an application on our website at [www.corningpd.org](http://www.corningpd.org). If you obtain the application from the website, please submit in a sealed envelope addressed to the Chief of Police, and marked "CONFIDENTIAL." If you have any questions, call (530) 824-7000. When a sufficient number of applicants have been preliminarily qualified, they will be invited to participate in the selection process. Resumes may be attached but are not accepted in lieu of the City application. Faxes are not accepted.

### ADA

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

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

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# The City of Corning

invites applications  
for the position of

## POLICE DISPATCHER/CLERK



Continuous Recruitment

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### 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; transcribe and type reports; 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 judgment 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 Analyst, one Administrative Secretary, one Detective, three Patrol Sergeants, one Task Force Officer, one School Resource Officer, eight Police Officers (including one K-9 Officer), one Dispatch/Records Supervisor, five full-time and two part-time Dispatcher/Clerks, and two full-time and two part-time Community Service Officers.

### THE CITY

Corning is a rural community with a population of 7,000 plus. 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.

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### 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 18 years old at the time of application deadline
- ⇒ Be a US citizen or a permanent resident alien who is eligible and 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 acceptable.**

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### 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. The investigation is used to determine a candidate's moral character and suitability for employment in law enforcement. The investigation will include (but not be limited to): a computerized voice stress analysis, checks of criminal and military records, 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.

#### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYEE**



# 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
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.						



# 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 \_\_\_\_\_

## **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.

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

**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 handcuffs, 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.