



MEMORANDUM OF UNDERSTANDING

City of Gridley
&
Gridley Police Officers Association

July 1, 2022 – June 30, 2025

*June 20, 2022
Resolution No. 2022-R-021*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE GRIDLEY POLICE OFFICERS' ASSOCIATION (GPOA) AND THE GRIDLEY CITY COUNCIL

WHEREAS, negotiations between the City Council of the City of Gridley and representatives of the GPOA have been conducted regarding wages, hours, and working conditions for certain designated employees of the City of Gridley which negotiations have culminated in the preparation of the Memorandum of Understanding, a copy of which is attached hereto, marked Attachment "A" and incorporated herein;

WHEREAS, the GPOA has ratified the Memorandum of Understanding; and,

WHEREAS, the City desires to clarify and affirm the existing benefits for current employees.


NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gridley as follows:

1. The Memorandum of Understanding (Attachment "A") between the City of Gridley and the GPOA is hereby approved.

I HEREBY CERTIFY that the foregoing resolution was introduced, passed and adopted by the City Council of the City of Gridley at a regular meeting held on the 20th day of June, 2022 by the following vote:

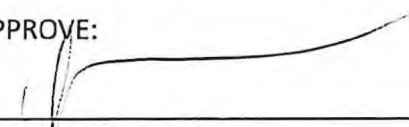
AYES:	COUNCIL MEMBERS	Johnson, Calderon, Farr, Sanchez, Torres
NOES:	COUNCIL MEMBERS	None
ABSENT:	COUNCIL MEMBERS	None
ABSTAIN:	COUNCIL MEMBERS	None

ATTEST:



Cliff Wagner, City Administrator

APPROVE:



Bruce Johnson, Mayor

THIS MEMORANDUM OF UNDERSTANDING, made and entered into this 1st day of July 1, 2022, by and between the designated representatives of the **CITY OF GRIDLEY** (a public agency as defined in Section 3501 (c) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as the "CITY", and the designated representatives of the **GRIDLEY POLICE OFFICERS' ASSOCIATION** (a recognized employee organization as defined in Section 3501 (b) Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as ASSOCIATION or GPOA. In this document the terms GRILDEY POLICE DEPARTMENT shall hereinafter be referred to as "DEPARTMENT."

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the CITY, ASSOCIATION and the general public may benefit there from, and to establish fair and equitable wages, hours and working conditions for certain hereinafter designated employees of CITY.

NOW THEREFORE, the parties hereto do agree as follows:

TITLE 1. PREAMBLE

1.1 Principles

The parties acknowledge the provisions of Chapter 10 (Section 3500, et. seq.) of Division 4 of Title 1 of the Government Code of the State of California.

1.2 Non-Discrimination

It is the policy of the CITY and ASSOCIATION not to, and neither party will interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, creed, sex, color or national origin.

1.3 City - Association Relations

This Memorandum of Understanding is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The CITY and ASSOCIATION agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service for the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Agreement.

1.4 Rights of Employees

Employees have the right to organize or join employee organizations of their own choice for the purpose of representation on all matters of employer-employee relations. Employees are free to join or not to join an employee organization and shall have the right to refuse to join or participate in the activities of employee organizations. Membership or non-membership in an employee organization is not a condition of employment and the employee will not be granted preferential treatment nor will they be withheld for equitable treatment because of either membership or non-membership in such an organization. Each employee has the right to represent themselves individually in their employment relations with the CITY. Employees shall not have the right to strike or to recognize a picket line of a labor organization while in the course of the performance of their official duties.

1.5 City Rights

CITY retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Memorandum of Understanding, except as expressly limited by law or this Memorandum of Understanding. Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by CITY include, but are not limited to, the following: To manage and direct its business and personnel; to manage, control and determine the mission of its departments, building facilities, and operations; to direct the work force; to hire, transfer, promote, and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements; to schedule working hours and shifts; to determine the type and scope of work to be performed by CITY's employees and the services to be provided; to classify positions; to determine the methods, processes, means and places of providing services.

1.6 Section Titles

Section Titles in this Agreement are for identification purposes only, and are not to be used for the purpose of interpreting either the intent or the meaning of the language of any section.

TITLE 2. RECOGNITION

2.1 Recognition

The CITY recognizes the Gridley Police Officers' Association, hereinafter referred to as the ASSOCIATION, as the exclusive representative of those employees of the CITY except management or confidential in the DEPARTMENT, consisting of the classifications, Police Sergeant, BINTF Detective, Detective, School Resource Officer, Police Officer, Public Safety Dispatch and Records Supervisor, Public Safety Dispatcher, and Animal Control Officer. The provisions of this Memorandum of Understanding, hereinafter set forth, shall apply only to those employees of the CITY of Gridley for whom ASSOCIATION is the established exclusive representative.

2.2 Applicability

The provisions of this Agreement shall be limited to their application to employees of CITY in the bargaining unit described in Section 2.1. Wherever the words "employee" and "employees" are used in this Agreement, they shall, unless otherwise noted, be construed to refer only to the employees described in Section 2.1 for whom ASSOCIATION is the exclusive bargaining representative. The respective obligations of the parties herein shall be operative only insofar as ASSOCIATION acts in the capacity of exclusive bargaining representative of said employees.

2.3 Representation

Before any action is taken which could result in possible discharge or other disciplinary action against an employee, the CITY shall provide a written, formal charge, which states:

- The charge;
- The reason for the charge;
- The proposed action to be taken;
- A copy of all materials upon which the charge is based, to the extent that such materials are currently available to the CITY;
- A statement of rights to ASSOCIATION representation;
- A statement of rights to respond.

Any employee, at their request, shall be permitted representation by an ASSOCIATION representative.

The foregoing shall apply to disciplinary actions and hearings, providing there is no unreasonable delay in obtaining representation. All employees covered under this MOU are presumed innocent of all allegations until proven otherwise.

2.4 Contract Services

In the event that the CITY negotiates a contract to provide law enforcement services to another public agency, and such contract requires the CITY to hire additional law enforcement personnel, the CITY and ASSOCIATION agree to meet and consult concerning possible modifications to Section 2.1 affecting personnel providing contract services.

TITLE 3. ASSOCIATION SECURITY

3.1 Check off Dues

The CITY shall make monthly payroll deductions of ASSOCIATION dues from the earning of each individual employee who is a member of the ASSOCIATION, and who individually and voluntarily authorizes such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California.

Monthly payroll deductions shall be made and a check for the total deductions shall be submitted to the ASSOCIATION, within five (5) working days of the date the dues are withheld from the employee's check. The CITY shall notify ASSOCIATION each month at the time of the dues transmittal to ASSOCIATION of any changes since the previous dues transmittal and the reasons therefore.

3.2 Association Information

The CITY shall provide all new employees with ASSOCIATION Membership application forms, payroll deduction authorization forms, and a copy of this Memorandum of Understanding on or before the first day of employment. Such materials will be furnished to the CITY, by the ASSOCIATION.

TITLE 4. ASSOCIATION ACTIVITY

4.1 Association Orientation

The CITY shall give the ASSOCIATION one (1) hour with all new employees for the purpose of explaining CITY policies, ASSOCIATION Contract orientation, and enrollment into the ASSOCIATION. This time shall be compensated for by the CITY and shall be done within five (5) days following the date of hire.

4.2 Lists

On or before January 31st of each year, CITY shall furnish ASSOCIATION with a list showing the name of individual, home address, home telephone number, employment date, and classification of each Police Department employee, and date vacancy filled.

4.3 Non-Discrimination

Neither the CITY, nor the ASSOCIATION, shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of his membership, or non-membership, in ASSOCIATION or his activity on behalf of ASSOCIATION.

4.4 Representatives of Association

The ASSOCIATION's representatives shall be permitted by the CITY to transact ASSOCIATION business on

the premises of the CITY during working hours. Such time shall not interfere with the current work in progress.

ASSOCIATION members shall only transact ASSOCIATION business on the premises of the CITY with approval of the appropriate Supervisor, whose permission shall not be unreasonably denied.

4.5 Bulletin Boards

The CITY agrees to provide adequate space on the bulletin boards, in employee assembly areas, for dissemination of ASSOCIATION information to its members.

4.6 Negotiations

Three (3) ASSOCIATION members shall be allowed time off to meet with CITY to negotiate changes in the Memorandum of Understanding, retirement plan, or new conditions not covered in the Agreement. This time off shall be compensated for by the CITY at the normal rate of pay.

TITLE 5. GRIEVANCE PROCEDURE

5.1 Statement of Intent – Notice

It is the intent of both the ASSOCIATION and the CITY that the processing of disputes through the Grievance Procedure will give meaning and content to the Memorandum of Understanding (M.O.U.) through a concise procedure for resolution of disputes. It is understood and agreed that whenever a provision in this Title refers to an employee filing a grievance, the ASSOCIATION may file such grievance, either on the employee's behalf or on behalf of the ASSOCIATION. In such an event, the processing of the grievance shall comply with all other provisions of this grievance procedure Title. It is therefore the stated purpose of this procedure to:

- Avoid grievances and misunderstandings
- Orally handle as many grievances as possible within the framework of this Agreement
- Expeditiously investigate and quickly dispose of such grievances or problems

The ASSOCIATION and the CITY agree that they will continue to work within the framework of the Agreement to further the above-stated objectives. Should the above fail to resolve a grievance, the following steps shall be utilized to resolve the dispute between the parties. Disputes involving the following subjects shall be determined by the Grievance Procedure established herein:

- Interpretation or application of any of the terms of this Agreement, including Exhibits thereto, Letters of Agreement, informal interpretations and clarifications executed by the ASSOCIATION and the CITY.
- Disputes as to whether a matter is a proper subject for the Grievance Procedure.

Objections or disputes regarding discharge, demotions, or suspensions of any employee are not proper subjects to be determined by the grievance procedure established in Title 5 of this Memorandum of Understanding, but are proper subjects under Title 6 of this Memorandum.

5.2 Step One: Association President

The initial Step in the adjustment of a grievance shall be the presentation of a written grievance to the grievant's supervisor setting forth (1) the action complained of, (2) the rule, procedure or other policy claimed to have been violated or not followed by the action, and (3) the employee's proposed solution, followed by a discussion between the ASSOCIATION president and the immediate Supervisor directly

involved, or Department Head as applicable, who shall answer within five (5) working days. This Step shall be started within fifteen (15) working days of the date of the action complained of, or the date the grievant became aware of the incident, which is the basis for the grievance.

5.3 Step Two: Department Head

If a grievance is not resolved in the initial Step, the Second Step shall be a discussion between either the ASSOCIATION president, or the ASSOCIATION representative, and the Department Head who shall answer within ten (10) working days. This Step shall be taken within ten (10) working days of the date of the immediate Supervisor's answer in Step One.

5.4 Step Three: City Administrator

If a grievance is not resolved in the Second Step, the Third Step shall be presentation of the grievance, in writing, by the ASSOCIATION or its representative to the CITY Administrator who shall answer, in writing, within ten (10) working days. The Third Step shall be taken within ten (10) working days of the date of the answer in Step Two.

5.5 Step Four: City Council

If a grievance is not resolved in the Third Step, the Fourth Step shall be the presentation of the grievance within ten (10) working days by the ASSOCIATION Business Representative to the City Council. The City Council shall meet within fourteen (14) working days of the request, take evidence and reach a majority decision. A majority decision of the quorum of the City Council at such hearing would be binding upon both parties. In considering any grievance brought before the City Council, the City Council may conduct such additional investigation and take such additional evidence as it may desire, in the Council's sole discretion.

5.6 Grievance Processing

Grievances shall be processed from one step to the next within the time limit prescribed in each of the steps. Time limits may be extended by mutual agreement. Any grievance for which a disposition is not made at any step within the time limit prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure. Time limits shall run from the date when time for disposition expired.

5.7 Enabler Clause

Notwithstanding the aforementioned procedure, any individual employee shall have the right to present grievances to the CITY and to have such grievances adjusted without the intervention of ASSOCIATION, provided that the adjustment shall not be inconsistent with this Memorandum of Understanding, and provided, further, the ASSOCIATION or its representative shall be given an opportunity to be present at such adjustment, as an observer only.

TITLE 6. DISCIPLINARY AND COMPLAINT PROCESS

6.1 Citizen Complaints

The CITY and the ASSOCIATION agree that it is in the interest of the CITY, citizens of the CITY of Gridley, and members of the ASSOCIATION that citizens' complaints be investigated promptly and resolved with all due dispatch. Employees shall be considered innocent until proven otherwise after an investigation has been conducted. In order to accomplish prompt resolution of citizens' complaints, it is agreed that:

- All complaints shall be in writing on a form provided by the Department whenever possible. All

complaints shall be investigated, whether written or not.

- The officer who is the subject of the complaint shall be notified in writing no later than their next working day that a complaint was made.
- Findings will be made on citizen complaints within sixty (60) days of the date the complaint is received.
- The Chief of Police will take such actions as are within his power within said Sixty (60) days whenever possible.

6.2 Pre-Disciplinary Procedures

All pre-disciplinary procedures shall be conducted in accordance with *Skelly vs. State Personnel Board* and Sections 3300-3311 of the California Government Code known as the "Public Safety Officers Procedural Bill of Rights" and the CITY of Gridley Personnel Rules.

6.3 Right of Appeal

Any regular employee who has completed their initial probationary period shall have the right to appeal a suspension, demotion, or other discipline imposed on that employee to the City Council.

Method of Appeal

A regular employee may file a written notice within seven (7) calendar days, starting from the date of receipt of a decision by the Department Head/City Administrator.

The appeal shall be addressed to the City Council and filed with the City Clerk. The appeal shall set forth the matter appealed from, set forth a statement of the action desired by the appellant and list the reasons for the desired actions. Within seven (7) calendar days after receipt of the appeal, the City Clerk shall inform each member of the City Council, the City Administrator and all other persons named or affected by the appeal.

Notice of Hearing

When an appeal has been filed, a date shall be set for a hearing on the appeal. The date for the hearing shall not be less than ten (10) calendar days from the date of filing of the appeal. The City Clerk shall notify all interested parties of the date, time and place of the hearing.

Hearing (Review of Record)

When an appeal has been filed, the City Council shall review all evidence previously considered and make a final determination of the issue. A new hearing will be held if it is determined that evidence was improperly excluded, or there was a deprivation of due process rights in which case there will be a hearing de novo. Both parties will be allowed to present a brief presentation concerning their interpretation of the record. Hearings shall be closed, unless the appellant files a written request for an open hearing.

Findings

The City Council, within fifteen (15) calendar days after said hearing, shall make a finding. The City Council may:

- follow the recommendations of the City Administrator; or
- reinstate the employee; or
- order any disciplinary action which it judges to be appropriate based on the evidence; or
- re-hear the matter as provided in Title 6; or

- sustain the original discipline action

The final finding of the City Council shall be the final administrative step in the disciplinary appeal process.

Extension of Time

Any time limit contained in this title may be extended by mutual agreement of the employee and the City Administrator.

TITLE 7. SAFETY

7.1 Prevention of Accidents

The CITY desires to maintain a safe place of employment and to that end the CITY shall make all reasonable provisions necessary for the safety of employees in the performance of their work. The CITY and the ASSOCIATION shall cooperate in promoting the realization of the responsibility of the individual employee and Supervisor with regard to the prevention of accidents, and to that end both parties agree to comply with all State and Federal Health and Safety Laws, rules and resolutions. In the event any applicable State or Federal Health or Safety rules are revised or adopted that conflict with current rules, such rule shall be revised.

7.2 Safety Equipment

The CITY agrees to provide, as needed, the following protective equipment to peace officers, as defined in Section 830.1 and 830.2 of the Penal Code:

Rain Gear	Ballistic Vest	Taser and Associated
Helmet and Face shield	Baton	Equipment
Flashlight	Firearm	
Complete Leather Gear	Chemical Agent and Holder	
Handcuffs	Personal Protective Equipment (PPE)	

The standards for the above equipment provided by the CITY shall be set by the CITY. Each employee shall be issued one of each of the above items. In event of the employee's termination of employment, the items shall be returned to the City in good condition, with normal wear and tear expected. In the event that any CITY issued equipment is damaged during the course of employment and in the normal performance of the employee's duties, it shall be replaced upon the employee returning the damaged equipment to the CITY, with sufficient explanation of the cause of the damage. If equipment is not returned as set forth above, the employee shall pay the CITY the cost of the replacement item.

Members required to carry a firearm may provide their own firearm. Such firearm shall comply with standards set by the CITY. CITY shall provide appropriate ammunition in a reasonable amount.

The BINTF Detective may submit a budget request each year for safety or specialized equipment, not otherwise listed above. The Police Chief may authorize the purchase of such equipment that, in his opinion, is necessary for this assignment. This may include the cost of cellular phone service that exceeds the amount of the CITY payment authorized in Section 18.10.

7.3 Uniforms

The CITY shall pay a uniform allowance to the following ASSOCIATION members: Police Sergeant, Police Officer, Detective, Public Safety Dispatch Supervisor, Public Safety Dispatcher, and Animal Control Officer. The amount of the allowance shall be One thousand three hundred dollars (\$1,300) per year payable in advance annually with the first payroll cycle in July. The allowance is for application toward the cost of uniforms and uniform and equipment maintenance expenses and for replacement of uniforms due to normal wear. The uniform color shall be as directed by uniform standards in the policy manual.

The uniform allowance shall be adjusted annually to reflect changes in the Consumer Price Index (Urban Wage Earners and Clerical Workers, U.S. City Average) The adjustment will be effective on July 1 of each year based upon the most recent 12-month data reported each June (May to May data). These adjustments will be rounded to the nearest dollar.

Employees hired during the term of this MOU will be provided one complete set of uniforms and related required equipment as per the policy manual. The employee would receive a pro-rata amount of the annual allowance (in full monthly units) on the first regular payroll dated following their hiring date. For example, if an employee is hired on November 15, that employee would receive a uniform and, at the first payroll cycle following employment, the employee would receive 7/12 of the annual uniform allowance for the remainder of the fiscal year.

Employees who separate during the term of this MOU may be required to return a portion of the uniform allowance under the following circumstances:

- If the employee separates between July 1 and December 31, one-half (½) of the amount paid as the allowance in the first payroll cycle in July will be repaid to the City.
- No return of the annual uniform allowance would be required if the employee separates between January 1 and June 30.

TITLE 8. EMPLOYEE STATUS

8.1 Employee Designation

Employees will be designated as Regular, Probationary or Temporary depending upon the purpose for which they were hired and their length of continuous service with the CITY.

8.2 Employee Defined

A regular employee is defined as an employee who has satisfactorily completed a twelve (12) month probationary period of employment with the CITY, with the exception of employees in the classifications of Police Sergeant and Police Officer who shall have completed an eighteen (18) month probationary period. All promotional appointments shall be subject to a 12-month probationary period.

8.3 Probationary Employee

A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible to accrue sick leave, holiday pay, vacation leave, insurance coverage or items of a similar nature in accordance with personnel rules and this MOU. Upon satisfactory completion of the probationary service with the CITY, a probationary employee will be given the status of a regular employee. A probationary employee may be terminated at any time during the probationary period, without cause, and the probationary employee shall have no right to appeal the

termination.

A probationary employee that falls under the classification of police cadet/recruit that is being sponsored by the Gridley Police Department attending a P.O.S.T. approved police academy, and who successfully completes the academy and the department Field Training Program, shall have their 18-month, sworn police officer classification probationary period calculated as starting from the first day of attendance at the academy. This calculation does not apply to the time required for the achievement of a POST Basic Certificate. The parties agree that Police Officer Recruit/Cadet is a non-safety position for the purposes of other benefits provided under this MOU.

8.4 Temporary Employee

A temporary employee is defined as an employee hired by the day for occasional or seasonal work for a period not to exceed one hundred and twenty-five (125) days, or 1,000 hours per fiscal year. A temporary employee will receive not less than the minimum rate for the job but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage, retirement benefits or items of a similar nature. Upon completion of one-hundred twenty-five (125) days, or 1,000 hours, of continuous service with the CITY, within a single fiscal year, a temporary employee will be given the status of probationary employee. If the temporary employee's continuous service is interrupted at any time, he/she will lose the accumulation of hours toward the 1000-hour goal and would not be eligible to receive CITY benefits nor would enter into Probationary Status.

8.5 Regular Part-Time Employee

An employee appointed to fill, on a less than full-time basis, a budgeted position shown in the salary resolution. Any employee hired into a regular part-time position shall be provided all benefits based on a pro-rata basis as compared to the normal work hours for their classification, with the exception of Medical and Dental, which shall be available to the employee, with the CITY and the employee equally share the cost.

TITLE 9. WAGES AND CLASSIFICATIONS

9.1 Wages

Employees shall be paid the wages established for their classifications.

9.2 Pay Day

Wages shall be paid on a bi-weekly basis. Upon request, the City Administrator may approve advances on wages for up to one pay period.

9.3 Wage Schedule

Attached hereto and made a part hereof is Exhibit A, titled "Gridley Police Officers Association Wage Schedule" which shall be effective from July 1, 2022, through June 30, 2025. The schedule is based upon the following adjustments: Effective July 1, 2022 GPOA employees will receive a 4% increase. Effective July 1, 2023 GPOA employees will receive a 3% increase. Effective July 1, 2024 GPOA employees will receive a 3% increase.

Officers assigned to the Detective, BINTF Detective and School Resource Officer positions shall receive an additional 5% increase to their base pay.

9.4 Longevity Pay

In order to promote retention, and to reward dedicated employees for their years of service, the following longevity pay shall be added to that employee's base salary upon the anniversary date of their employment, and applies to all full-time employees within the bargaining unit.

- Effective with an employee's 5th consecutive year of service, one percent (1%) of the employee's gross salary shall be added to that employee's base salary.
- Effective with an employee's 10th consecutive year of service, one percent (2%) of the employee's gross salary shall be added to that employee's base salary for total longevity pay of three percent (2%).
- Effective with an employee's 15th consecutive year of service, an additional one percent (3%) of the employee's gross salary shall be added to that employee's base salary for total longevity pay of three percent (3%).
- Effective with an employee's 20th consecutive year of service, an additional one percent (4%) of the employee's gross salary shall be added to that employee's base salary for a total longevity pay of four (4%).

The longevity incentives do not stack with each other. An employee that has returned to employment with the City of Gridley after a break in service may begin their length of service calculation from the years of employment they had prior to the separation. This shall not provide the affected employee seniority under other sections of this MOU. Longevity pay will be effective at the beginning of the month following the applicable anniversary date.

9.5 Field Training Officer (FTO) Pay

Individuals assigned as Field Training Officers (FTOs) shall receive one hour of overtime per day while assigned a trainee.

9.6 Educational Incentive

Incentive pay percentages listed below shall be converted to an equivalent flat dollar amount plus \$50 provided the salary increase specified for the first pay period in July 2011 is included in the conversion, and the following adjustments are included in the following flat dollar amounts:

Associates Arts Degree	1%
Bachelor's Degree	2.5%
Master's Degree	5%

The degrees must be issued by an accredited educational institution.

9.7 Tuition Reimbursement

Positions covered by this agreement shall be eligible to participate in the Tuition Reimbursement program for continuing education courses in pursuit of an Associate's, Bachelor's, Master's or Doctorate degree, from an accredited educational institution or for law enforcement related courses.

Advance approval for any P.O.S.T. approved law enforcement related course by the Police Chief is required, no advanced approval is needed for coursework completed in pursuit of an educational degree. Courses must be taken outside of regular work hours. The reimbursement may apply to fees,

books, and/or materials not to exceed \$500 per year. Reimbursement is to be made following satisfactory completion of the class upon receipt of a certificate (a photocopy is acceptable) or a printout showing a grade point average of 2.0 or above on a 4-point scale.

TITLE 10. WORK PERIODS/SHIFT SCHEDULING

10.1 Work Period

The work period shall consist of a seven-day work period commencing on Sunday at 12 O'clock midnight, and ending the following Saturday at 12 O'clock midnight. For the purposes of the FLSA and overtime, employees are eligible for overtime for work in excess of forty hours in a work period as provided by the Fair Labor Standards Act. When the use of paid time such as vacation or sick leave is used under this schedule, employee shall use 10-hour increments when on a ten-hour work schedule.

10.2 Work Shifts/Bidding

Shifts will be picked by departmental seniority. An officer cannot pick or stay on a shift with weekends off, for more than six months per year. Shift rotation will be every three months.

The Police Chief has the right to assign officers to the schedule to best fulfill the needs of the Department, for remedial training and/or for disciplinary reasons. The Police Chief may take into consideration training, experience and other factors necessary to provide appropriate staffing for public safety.

10.3 Shift Hours

The standard workweek for employees in the classification of Dispatcher/Records Technician shall be 80 hours per two weeks utilizing 12-hour shifts, 10 hour shifts or a combination of both. The Animal Control Officer shall be forty (40) hours per week, which shall consist of five (5) consecutive workdays and two (2) consecutive days off. A workday for the employees covered by this paragraph shall consist of either twelve (12) or eight (8) consecutive hours within which is included a reasonable lunch period.

The standard workweek for employees in the classifications of Police Officer, Detective and Police Sergeant shall be one or a combination of the following, upon agreement with the association and the Chief of Police, and taking into account the staffing needs of the department.

- A 4/10 work schedule
- An alternating 3/12 and 4/12 work schedule
- A combination of a 12 hour and 10 hour work schedule

A 5/8 shift may be implemented for the classification of School Resource Officer to meet the needs of the department.

Except in a declared City emergency, it is agreed that any required change in the days or hours of regular work schedule of an employee covered by this agreement shall entitle affected employee to be paid time and one-half for the first the first affected shift only unless the CITY has given the employee seven (7) days' notice.

Employees may or may not receive consecutive days off during a week in which employees rotate shifts on a department-wide basis. However, such shift rotation shall be no more than four (4) times yearly, unless otherwise agreed upon by the ASSOCIATION and the CITY. At rotation, no employee shall be required to work two (2) shifts with less than eight (8) hours between shifts.

10.4 Shift Differential

Swing shift is defined as any 10 or 12-hour shift that starts at or after 1400 hours. Graveyard shift is defined as any 10 or 12-hour shift that starts at or after 1800 hours. Employees assigned to work a swing shift shall receive an additional \$0.50 per hour to their base pay. Employees assigned to work a graveyard shift shall receive an additional \$1.50 per hour to their base pay.

An officer called into work during these hours but not assigned to work the affected shift shall not receive shift differential pay unless their time worked exceeds three hours.

10.5 Overtime Defined

Overtime is defined as time worked in excess of the employee's applicable work period.

Overtime shall be computed to the nearest one-quarter hour. Overtime shall be authorized, in advance, by the immediate Supervisor, Department Head or City Administrator.

10.6 Overtime Compensation

Overtime compensation shall be paid/earned at a rate equivalent to one and one-half (1-1/2) times the individual employee's straight time rate of pay.

10.7 Court Overtime

Overtime compensation shall be paid for employees required to appear in court or at an official hearing, in connection with their duties, other than during their normal workday. The minimum time for which overtime shall be paid under this Section is three (3) hours on a non-workday and two (2) hours on a workday.

10.8 Court Overtime (Day Off)

In the event that an individual is subpoenaed to court to testify on their day off, special provisions may apply. Normal court appearances are subject to regular overtime provisions. In the event that a court appearance is cancelled after 1700 hours on the previous day, the individual is entitled to two hours of overtime pay, even if no appearance is required.

10.9 Call Back/Vacation Call Out

Any employee who is required to return to work after completion of a shift and after having left work, prior to the beginning of the next shift, or on a day off, shall receive overtime compensation. The minimum time for which overtime shall be paid under this Section is three (3) hours on a non-workday and two (2) hours on a workday.

TITLE 11. PROMOTION AND TRANSFER

11.1 Posting Vacancies

When new jobs or additional jobs are created, or vacancies, other than temporary vacancies occur, which the CITY intends to fill, the CITY shall post vacancy notices on all bulletin boards and a copy shall be provided to the ASSOCIATION. Vacancy notices shall be posted for a period of five (5) working days,

and shall set forth the date of the posting the classification and location of the job, its duties, and qualifications required and the rate of pay. Regular employees may submit applications on such jobs to the CITY office and the CITY shall not consider any applications submitted or postmarked more than five (5) working days from the date that the five (5) day posting period expired. In filling jobs, CITY shall give preferential consideration to employees in the order of their CITY seniority.

11.2 Bypass for Lack of Qualifications

Notwithstanding Title 11.1, the CITY need not consider the bid of any employee who does not possess the knowledge, skill, efficiency, attitude, adaptability, ability to work with others and physical ability required for the job on which the bid is made. The CITY shall be the sole judge of the qualifications. When the CITY intends to appoint an employee to a vacancy in preference to an employee with greater seniority as provided in 11.1, the CITY shall notify the ASSOCIATION of its intent prior to such appointments.

11.3 Filling Vacancy

Vacant positions within the bargaining unit shall be filled within 90 days of the created vacancy unless it is impossible, impractical or futile to do so. This shall not, in any way, interfere with CITY's rights to determine staffing levels or other rights set forth in Section 1.5.

TITLE 12. DEMOTION AND LAYOFF

12.1 Notice

When it becomes necessary for the CITY to lay off probationary regular employees, the CITY shall give employees involved as much notice as possible, but in no event will such employees receive less than two (2) weeks' notice of layoff. Where temporary employees are to be laid off, no notice of layoff need be given.

12.2 Layoff

When it becomes necessary to reduce the work force, layoffs shall be in reverse order of seniority, and senior employees shall be retained, provided they have necessary skill and ability to perform the required work.

TITLE 13. LEAVE OF ABSENCE

13.1 Eligibility

"Leave of Absence" may be granted to regular employees by the CITY Administrator, or his duly authorized representative, for urgent and substantial reasons, providing that adequate arrangements can be made to take care of the employee's duties without undue interference with the normal routine of work. All applications for "Leave of Absence" shall be made in writing except when the employee is unable to do so.

13.2 Periods of Leave

The CITY Administrator may grant a "Leave of Absence" without pay to a regular employee for a period not in excess of ninety (90) days. The City Council may grant an additional "Leave of Absence" without pay to such employee if his personal circumstances and his service to the CITY warrant the granting thereof.

13.3 Status

An employee status as a regular employee will not be impaired by such a "Leave of Absence" and his seniority shall accrue. During the period of a "Leave of Absence", an employee's position and tour of duty will only be filled on a temporary basis.

13.4 Commence and End

A "Leave of Absence" will commence on and include the first workday on which the employee is absent and terminate with, and includes the workday preceding the day the employee returns to work. The conditions under which an employee will be restored to employment on the termination of "Leave of Absence" shall be clearly stated by the CITY on the form on which application for the leave is made.

13.5 Reinstatement

Upon an employee's return to work after a "Leave of Absence", he will be reinstated to his former position and working conditions, except when there has been a reduction of forces or the position has been eliminated during said leave, he will be returned to the position he would have been in had he not been on a "Leave of Absence".

13.6 Termination of Service

If an employee fails to return to work on the first working day after the expiration of this "Leave of Absence", he will be deemed to have resigned from employment with the CITY and his employment will terminate provided, however, that the CITY Administrator may, for good cause shown, authorize an additional five (5) days extension of the "Leave of Absence" provided that application for such extension is made prior to the expiration of his "Leave of Absence".

Any employee who accepts gainful employment while on "Leave of Absence" terminates his employment, unless such employment is approved by the CITY.

13.7 City "Leave of Absence"

Members of ASSOCIATION who are temporarily or permanently appointed to positions within the CITY, but outside the jurisdiction of the ASSOCIATION, shall at their request, receive "Leaves of Absence" for periods not to exceed one (1) year. An employee who is granted such a "Leave of Absence" shall continue to accrue seniority and retain the right to return to their previous classification. However, should the employee successfully seek employment within the jurisdiction of the ASSOCIATION after their "leave" expires, they shall suffer loss of seniority for job bidding purposes only. They shall work within the jurisdiction of ASSOCIATION for a period equal to the time they were outside of the ASSOCIATION jurisdiction to receive their job bidding seniority.

13.8 Military "Leave of Absence"

An employee who leaves their employment with the CITY to enter the Military service or other service, where their rights are protected by Federal and State Law, shall be granted a "Leave of Absence" under the provision of Section 13.1 to 13.6, inclusive. Upon qualifying for re-employment under any such law, and being re-employed, they will be granted a further retroactive "Leave of Absence" to cover the balance of their absence.

13.9 National Guard

An employee attached to the National Guard or Military Reserves, who is required to participate in the annual training encampment, reserve meetings, and/or is called to active duty, shall be so compensated

up to thirty (30) calendar days and shall be given up to one hundred eighty (180) days of "Leave of Absence", provided the employee has at least one (1) year of service. Employees shall be placed on "Leave of Absence" only upon receipt of the Order to Duty.

13.10 Funeral Leave

A regular employee shall be granted time off with pay to attend to the funeral of a member of the immediate family. The immediate family shall be limited to: employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, brother-in-law, sister-in-law, father-in-law, and mother-in-law. Funeral leave shall consist of up to three (3) working days per occasion. If the deceased immediate family member is the employee's spouse, parent, father-in-law, mother-in-law, or child, the employee's funeral leave shall consist of five (5) days per occasion. In other cases, the CITY Administrator may approve paid funeral leave.

Probationary employees who have not attained regular status shall be allowed time off with pay, as provided for above.

13.11 Jury Duty

Employees called for jury duty, grand jury trial, or inquest shall be granted the necessary time off for this purpose under the following conditions: Employees called for jury duty, grand jury trial, or inquest shall be compensated by the CITY for the difference between his regular wages and any compensation received as a juror. Expenses and travel allowances which are not taxable and payment for jury duty on non-workdays will not be included in computing the remuneration received from the Court.

13.12 Benefits While on Leave

An employee on a "Leave of Absence", as provided herein, shall not accrue vacation or sick leave benefits nor maintain group insurance coverage. An employee may, however, at their option and expense, maintain their group insurance coverage providing the full monthly premium is received in the Finance Department of the CITY on or before the first day of the month for which the premium is intended. Notwithstanding the above, however, if the "Leave of Absence" is a result of exhaustion of sick leave benefits, an employee's group insurance may be maintained for up to three (3) calendar months on the normal premium-sharing formula, providing the employee pays their share of the premium on a timely basis.

13.13 Application

This Title applies to any and all employees on "Leave of Absence" as of the effective date of this Agreement.

13.14 Employee Obligation to Communicate with Employer While on Leave

Employee shall have the obligation to reasonably communicate with the City when Employee is absent from work due to leave. Employee's obligation to communicate during vacation leave shall be at Employee's reasonable discretion, and shall not be a requirement subject to these provisions. At all other times and for all other types of leave, Employee shall be under a duty to return phone calls and other electronic communications from the City from time to time related to Employee's leave status as well as to respond to the City's questions concerning matters relevant to Employee's job with the City. To the extent physically able to do so, Employee shall be obligated to return phone call promptly and within 24 hours if Employee is unable to respond to the telephone when the call is initially placed. As to other electronic communications, employee shall promptly respond within 24 hours (again, assuming

Employee is physically able to do so). Additionally, Employee shall, to the extent physically able to do so, make themselves personally available to discuss with the City Employees job status and matters related thereto as well as to discuss matters relevant to and related to Employee's job with the City. Employee shall report to their regular place of employment or such other location reasonably located within the City as the City may direct from time to time to meet with the City representatives. If Employee is required to physically present themselves, they shall be compensated for time spent during such meetings as if they were actually performing work for the City (even though the purpose of such meetings shall be for purposes of communication and not to perform work). Employee shall physically report for face-to-face communications with the City upon 72 hours or more notification of the City's request for a meeting. Except for vacation leave, the Employee shall provide the City with a current telephone number and mailing address at all times while on leave. Employee's failure to communicate with the City as described above shall be grounds for discipline up to and including termination. Should the employee not respond within 24 hours, the Employer shall first notify the GPOA representative of employee's failure to respond. Subsequent to City notification, the GPOA representative shall have a minimum of one-full regular work day in order to contact said employee in order to open lines of. In the event that the representative is able to open communications between the employee within the one work-day timeframe, the Employer shall take no disciplinary actions against the employee regarding failure to communicate in reasonable and timely fashion.

TITLE 14. SICK LEAVE

14.1 Accumulation

Employees shall earn sick leave at a rate of 8 hours per calendar month of service or pro-rata portion. There shall be no limit to the accrual of unused sick leave. Individuals laterally transferring from an outside agency as a peace officer into a peace officer position with the Gridley Police Department shall be provided with up to 80 hours accrued sick leave at the time of hire in addition to the regular accruals.

14.2 Allowance

Sick leave shall be allowed for an absence due to a bona fide illness, off-duty injury, for the care of a sick/injured immediate family member as defined in section 2.30 of the personnel rules, or confinement for medical treatment. The definition of "Immediate family member" is expanded to include any person in the employee's household that they provide significant medical care for. A Doctor's certificate, showing proof of illness, may be required by the CITY only when the absence is more than three (3) consecutive days. Any such certification shall be paid by the CITY.

The CITY shall not require an employee to take vacation in lieu of sick leave or "Leave of Absence" due to illness. Employees may, if they wish, transfer sick leave credit to fellow department employees who have exhausted all their other leave due to illness or accidental injury. Approval of said transfers must be secured from the appropriate department director. Transfers shall be credited in terms of equivalent hourly amounts expressed in dollars.

14.3 Workers' Compensation

If an employee is injured on the job and receiving benefits under Workers' Compensation Act, he shall be allowed to use his unused leave benefits in an amount sufficient to provide wages equal to his salary as if he were normally employed, if the employee is not receiving his full wages under the provisions of Labor Code Section 4850; provided, however, that no uniform allowance will be given for any period of

time off work where the employee is not required to wear the uniform. This provision will cease when the employee's leave benefits are exhausted.

14.4 Sick Leave Pay Off

Sick leave balances are available to an employee only upon the retirement into the CalPERS retirement system within 120 days of retirement from the City. For those GPOA members hired prior to July 1, 2011, at the time of service retirement, sick leave, which has been accumulated during an employee's tenure with the CITY, shall be available at the current value for any of the following purposes:

- Reimbursed to employee upon retirement separation. Appropriate income taxes per IRS and State of California guidelines will be deducted upon payment of accumulated sick leave. This is not available to employees hired after July 1, 2011.
- Converted to years of service credits under PERS guidelines (all employees)
- Cash out the value of the sick leave accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances. This is not available to employees hired after July 1, 2011.

Note: Eligible employees may utilize the above in any combination but only up to the total available accrual at the time of retirement for the employee.

14.5 Sick Leave Incentive Payment

The CITY agrees to provide a sick leave incentive payment of \$200 per year to permanent full time employees who have not used more than three (3) days of sick leave during the previous 12 months (December 1 - November 30) of continuous employment with the DEPARTMENT. The incentive is payable during the month of December each year.

TITLE 15. HOLIDAYS

15.1 Holiday Entitlement

Employees may accrue 104 hours of holiday time in a "Holiday Bank". Such Holiday Bank hours shall be used or cashed out no later than June 30th of each year. Cash out requests must coincide with payroll check periods. Any remaining balances shall be forfeited except when community emergencies prevent such use. In that event, the City Council may restore such lost hours with an appropriate time limit. Employees who terminate City service shall be eligible for pay off of any accrued holiday bank hours. The City Administrator is authorized to approve exceptions to the holiday entitlement policy.

Employees required to work one of the following holidays shall be paid one and a half times their rate of pay for all hours worked.

The following holidays are observed by the City of Gridley for which all regular and benefited probationary employees will be entitled to hours in the "Holiday Bank:"

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4

Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Designated Thursday in November
Day after Thanksgiving	
Last Working Day before Christmas	
Christmas Day	December 25
Last Working Day before New Year's Day	
Floating Holidays (2) (zero (0) for employees hired after July 1, 2011, effective July 1, 2019)	

TITLE 16. VACATIONS

16.1 Vacation Allowance

Each regular employee in the classified service shall be entitled to earn vacation as follows:

<u>Years of Service</u>	<u>Rate in Hours</u>	<u>Max Accrual</u>
0 through 5 years	100 hours per year	160 hours
6 through 10 years	140 hours per year	240 hours
11 through 20 years	180 hours per year	320 hours
20+ years	220 hours per year	400 hours

Earned vacation is credited monthly at rates that are based upon length of continuous employment. Employees who exceed the maximum vacation accrual (for his or her length of employment) will be ineligible to earn additional vacation credit. Monthly vacation accrual will resume after the accumulated balance is reduced below the maximum accrual. Employees may choose to receive up to 80 hours of their vacation pay.

Individuals laterally transferring from an outside agency as a peace officer into a peace officer position with the Gridley Police Department shall be provided with 80 hours accrued vacation at the time of hire in addition to the regular accruals.

Unused Vacation

Employees whose employment with the CITY is terminated for any reason shall, at the time of termination, receive pay for any unused vacation hours previously earned, in accordance with the existing personnel rules and regulations.

16.2 Compensatory Time

Employee's accrual of compensatory time will agree with the Fair Labor Standards for State and Local Governments and Schools as follows:

- Regular employees may accrue up to 240 hours of compensatory time.
- Employees in public safety activities and emergency response activities may accrue up to 280 hours of compensatory time. Accrued compensatory time above 280 hours will automatically be cashed out.

16.3 Sabbatical

Employees shall be allowed a continuous 1-week (40 hour) period paid sabbatical each calendar year. This is to provide for the mental health and well-being of our members. This sabbatical is not an allotment of additional hours to be used in the same manner as vacation or sick leave and cannot be

used in increments. The sabbatical is a mandatory period of time off for the involved employee. This absence does not affect the regular accrual or use of any benefits covered under this MOU.

In January of each year the department shall post a list for officers to sign up for the requested dates of their sabbatical. The requests shall be granted in order of seniority. Employees shall not request a time period where a holiday would fall within the sabbatical. Nothing in this section prevents an employee from requesting vacation time immediately before or after the sabbatical.

TITLE 17. MISCELLANEOUS

17.1 Anti-Abrogation

The CITY shall not, by reason of the execution of this Agreement, abrogate or reduce the scope of any present plan, rule or item which is subject to the Meet and Confer process of the Meyers-Milias-Brown Act, which is not specifically covered by this Agreement.

17.2 Future MOU Amendments – ADA

The CITY and the GPOA shall meet, as needed throughout the contract, to refine and update the wording of the City Personnel Rules and this Memorandum of Understanding to reflect the statutory provisions of the Americans with Disabilities Act. The amended documents will then be submitted to the City Council for adoption.

17.3 Substance Abuse Policy

The CITY and the GPOA have agreed to implement the comprehensive substance abuse and testing policy attached to this Memorandum of Understanding as Exhibit "B".

17.4 Physical Fitness

The CITY desires its employees to remain physically fit and will reimburse GPOA members up to \$50 per month for a gym/fitness membership. Should a member pay for more than one month at a time (for example, six months in advance) the City will only reimburse that member at a rate of up to \$50 per month. The City Administrator will have the final approval or disapproval authority of any facility or business selected by the member to ensure the intent of this section is met.

17.5 Personnel Rules

The CITY and ASSOCIATION will review the Personnel Rules and this MOU during its term, and work together in an attempt to combine any language directly related to hours, wages and working conditions that are normally considered to be more appropriate to the MOU than the Personnel Rules.

TITLE 18. BENEFITS

18.1 Medical

City Medical Plans

The City shall provide the following medical plans:

Anthem Blue Cross HMO – High Option (HMO 1 as outlined in 8-11-14 Company provided summary)
Anthem Blue Cross PPO – High Option (PPO 1 as outlined in 8-11-14 Company provided summary)

Employee Contributions

Employees shall contribute the following dollar amounts plus 20% of any premium increase for their selected Blue Cross Plan:

Employee:	\$64.57
Employee + One:	\$104.14
Employee + Family:	\$137.88

In no event shall employee contributions exceed the following monthly contribution:

Employee:	\$100.00
Employee + One:	\$150.00
Employee + Family:	\$200.00

In Lieu Health Plan Contributions

Any employee who submits a written request to waive health insurance coverage and the City contribution to the cafeteria plan may do so provided they have proof of other health insurance coverage. Such employee shall receive fifty-percent (50%) of the 2014 monthly premium value of the plan tier for which the employee waives coverage, i.e. Employee Only (\$728), Employee +1 (\$1460), Family (\$1,897), and this payment shall be allocated to employee's payroll or to one of the City's tax deferred IRS plans provided herein. An employee may opt out of health coverage only during the regular open enrollment period.

18.2 Dental Plan

The CITY agrees to provide and maintain a Group Dental Insurance Program at the agreed-upon level of benefits and the CITY shall pay 100% of the costs of such coverage for the term of this agreement.

The employee, upon separation, may apply with the City for COBRA benefits for dental insurance. The payment of insurance premiums would be the obligation of the employee upon retirement at the rate described in COBRA for a period of up to 18 months (the available time period is also described by COBRA).

18.3 Life Insurance

The CITY shall provide and maintain a Group Life Insurance with accidental death and dismemberment benefits. The basic amount is \$50,000 for all employees and the premium will be paid by the CITY. In addition, CITY will provide a Standard Insurance Company long-term disability plan having a 90-day elimination period during the term of this Agreement, the full cost of which shall be borne by the CITY.

18.4 Cafeteria Benefit Fund/Health Savings Accounts

IRS 125 Plan

To the extent provided by the applicable IRS regulations, an employee shall have the option to designate salary to the IRS Section 125 Plan during open enrollment for such plan.

Thirty (30) days after separation from employment, unexpended balances in an employee Cafeteria Benefit Account revert to the City. Any funds not requested for reimbursement (for costs incurred during the term of employment) within thirty days of separation are forfeited.

Health Savings Accounts

The City and GPOA agree to continue to meet and discuss retiree health care with the intent of establishing a medical plan savings plan/s such as Health Care Savings Accounts (HSA), Health Care

Reimbursement Arrangement (HRA), and Retirement Health Savings Accounts (RHS).

18.5 Deferred Compensation Program

The CITY has established for all employee's voluntary participation in qualified 457 Deferred Compensation programs. The city will match \$50 per month for those GPOA members who contribute at least \$50 per month to the program.

18.6 Incentive Pay

Employees, sworn and non-sworn, shall receive incentive pay for each of the following certificates they possess based on the rates listed in the attached Wage Schedule:

Sworn Police Personnel (Police Sergeant, Police Officer, Detective, B.I.N.T.F. Detective)

- | | | |
|-------------------------------------|--------------|------|
| • Intermediate P.O.S.T. Certificate | | 2.5% |
| • Advanced P.O.S.T. Certificate | (Additional) | 2.5% |
| • Supervisory P.O.S.T. Certificate | (Additional) | 2.5% |

Non-Sworn Police Personnel (Public Safety Dispatcher/Records Technician and Animal Control Officer)

- | | | |
|------------------------|--------------|------|
| • Intermediate Level * | | 2.5% |
| • Advanced Level * | (Additional) | 2.5% |

The affected employee shall begin receiving incentive pay for the certificates they are eligible for upon submission of their eligibility to the chief of police for processing through P.O.S.T. the pay period following the submission.

18.7 Canine Officer Compensation

Establishment of Program

This section sets forth the terms and conditions of certain additional compensation to be received by a Canine Officer in the event the CITY establishes a Canine Officer position. The parties agree and understand that the CITY, as a part of its management prerogative, retains full discretion as to whether or not it will implement a Canine Program within DEPARTMENT, retains full discretion as to the manner in which said program will be implemented and retains full discretion to discontinue, terminate, or modify said program after it has been established. Additionally, the parties agree and understand that the CITY retains the discretion, as its management prerogative, to determine who they would select to serve as a Canine Officer within the Gridley-Biggs Police Department (subject only to that officer's agreement to serve in such position) and the CITY further retains full discretion to reassign the duties of the Canine Officer to other personnel within the DEPARTMENT from time to time as the CITY may determine to be in the best interests of the Police Department.

Additional Compensation for Canine Officer

In the event the CITY establishes a Canine Program, the Canine Officer shall be entitled to receive the following additional compensation in exchange for the additional duties to be performed under the Canine Program:

- The Canine Officer shall be compensated for daily grooming and feeding of the Canine at the usual overtime rate of 1-1/2 times the Officer's hourly compensation rate to a maximum of 30 minutes per day.

- The Canine Officer shall be compensated for call outs specifically related to use of the Canine at 1-1/2 times the Officer's hourly compensation rate. Call-out time is to be based on "portal to portal" time service (i.e. from the time the officer begins the call-out service until termination of the call-out service). There shall be no maximum or minimum time to be charged for call-out service specifically related to the Canine service. The call-out provision with respect to the Canine Officer does not apply to other call-out services that are not specifically related to the Canine service (in particular, there is currently a 2-hour minimum for call outs which shall remain unaffected by the special call-out provisions established for Canine service).

18.8. Computer Purchase Program

The City of Gridley has established a computer purchase loan program for its employees. The City encourages the use of computers by employees, where such use will result in a more efficient use of time and an improved work product. City personnel will have the opportunity to acquire desktop and laptop computers and accessories that will enhance their personal and professional skills.

Participation in the loan program is voluntary and subject to the following conditions:

- Eligible employees may receive a loan of up to \$2,000 (Two Thousand Dollars) for the purchase of a computer (desktop or laptop), printer, digital camera, software and other related equipment as provided under the minimum standards as defined under City policy. The specific items to be purchased must be approved in advance by the City Administrator (or his designee).
- The equipment must meet minimum standards established by the City: Minimum standards are subject to revision by the City as necessary to maintain current technology. Revision to the standards will be via changes to City policy approved by City Council.
- The term of the loan shall be 24 months and interest free. The loan repayment schedule shall generally start with the payroll period following the month in which the City paid for the equipment.
- The Finance Department will deduct payments from the employee's paycheck as provided for in the individual agreement repayment schedule (generally in equal installments). The employee may make payments in excess of the minimum necessary to satisfy the loan in 24 months.
- The loan agreement, included as an exhibit in the original 1998 Resolution No. 47 approving the loan program must be signed. The loan agreement is included in the City policy and may be changed immaterially from time to time based on the circumstances of a particular loan.
- The Security Agreement, included as an exhibit in the original 1998 Resolution approving the loan program must be signed. The Security Agreement is included in the City policy and may be changed immaterially from time to time based on the circumstances of a particular loan to adequately identify the security of the loan.
- The Computer Loan Program was originally incorporated into the MOU between the City and GPOA in the 1998-1999 fiscal year by reference and was previously included as Exhibit D of the 2005-2008 MOU.

18.9 Bilingual Pay

An employee shall receive bilingual pay as reflected in the attached Wage Schedule if:

- The CITY determines that bilingual skill in a specific foreign language will improve the

operations of the Police Department.

- The employee agrees to utilize his or her bilingual ability on the job.
- The employee is able to demonstrate bilingual proficiency that is satisfactory to the CITY.
- Employees in the positions covered by the Memorandum of Understanding shall be eligible for this pay, upon meeting requirements.

18.10 Cell Phone Allowance

CITY recognizes the value of cell phone service for use by on-duty law enforcement. The CITY agrees to pay \$40 per month towards a phone service contract held by individuals in the positions of Police Officer, Detective (assignment), Police Sergeant and Dispatch if:

- The employee has an individual contract with a recognized cell phone company for service (under terms of a master government contract) and agrees to be responsible for any and all other monthly charges in excess of \$40 per month and any charges for equipment.
- The Police Chief may establish reasonable procedures governing the use of these phones during on-duty hours.
- The employee agrees to utilize the phone while on duty for business related uses.
- CITY agrees to pay a \$65 per month allowance for the individual assigned to BINTF. Except for this provision, all other conditions of use of a cell phone included in this section apply to the cell phone provisions for the individual assigned to BINTF. In lieu of the \$65 per month allowance for use of the employee's personal cell phone, the CITY agrees to pay for the entire business-related cost of a CITY provided cellular phone service for the individual assigned to BINTF if they decline to participate in the per month allowance program.
- The individual receiving the cell phone allowance shall be responsible to notify the CITY of changes to their cell phone service including such events as the termination of their service, the change of their cell phone number or their decision not to use their cell phone for business related uses while on duty.

18.11 Vision Plan

The CITY has established a vision plan for members; however, members who desire to participate will bear 100% of their costs.

TITLE 19. RETIREMENT

19.1 Retirement Benefits

Following is a listing of benefits and their availability upon retirement. This listing is not exhaustive and is only provided as a guide relating to sick and vacation accruals (if any) and remaining balances in the cafeteria plan (if any). Where known, other benefits that extend beyond the retirement date of the employee are also included (dental and health insurance).

- Vacation: Balances available at the time of retirement fully accrue to the retiring employee. The employee, at their option, may apply the value equivalent of the vacation accrual to the following:
- "Cash out" the value of the vacation accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances.
- If the employee has not contributed the maximum allowable for the year to their existing 457 plan, the value of the vacation "cash out" up to the maximum allowable contribution amount may be directed to their 457 deferred income account at ICMA.

- Dental insurance: The employee, upon separation, may apply with the City for COBRA benefits for dental insurance. The payment of insurance premiums would be the obligation of the employee upon retirement at the rate and duration as described in COBRA.
- Health Insurance: The employee, upon separation, and not more than 120 days following separation, may apply to continue health insurance coverage available through the City Health Care Provider.

19.2 Public Employees' Retirement System (P.E.R.S.)

Note: The California Public Employees' Pension Reform Act of 2013 (PEPRA), on and after January 1, 2013, requires a public retirement system, as defined, to modify its plan or plans to comply with the act and, among other provisions, establishes new retirement formulas that may not be exceeded by a public employer offering a defined benefit pension plan, setting the maximum benefit allowable for employees first hired on or after January 1, 2013, as a formula commonly known as 2.5% at age 67 for non-safety members, one of 3 formulas for safety members, 2% at age 57, 2.5% at age 57, or 2.7% at age 57.

Retirement benefits shall be provided to eligible employees in accordance with the appropriate contract between the City and the Public Employees Retirement System (PERS).

The use of terms "Classic Member" and "New Member" shall be as defined by CalPERS and the Public Employee Pension Reform Act of 2013 (PEPRA).

A "Classic Member" is defined as any of the following:

- A new hire that was brought into CalPERS membership for the first time before January 1, 2013.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is eligible for reciprocity.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of less than six months.

A "New Member" is defined as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in a qualifying public retirement system; or
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is not eligible for reciprocity; or
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of greater than six months.

Classic Member Retirement Formulas

- The 3% at 50 formula shall be provided for Safety Classic Members hired prior to January 1, 2013.
- The 2% at 55 PERS formula shall be provided for Classic Member employees hired prior to January 1, 2012.

New Member Retirement Formula

- 2.7% at 57 retirement formula shall be provided for all new Safety Member employees.
- 2% at 62 retirement formula shall be provided for all New Member employees.

Employee Contribution

Employees classified as Classic Members shall pay 100% of the member contribution, 9%.

Employees classified as New Members shall pay 50% of the PERS “normal costs” rounded to the nearest quarter of 1 percent (as defined in PEPRA).

Members shall be notified of the monthly contribution rate for the following fiscal year in the first quarter of each calendar year.

All applicable contributions identified shall be made through payroll deduction on a pre-tax basis.

One-Year Final Compensation – Section 20042

The City has previously agreed to and has amended its PERS Agreement for determining the average monthly pay rate when calculating retirement benefits from the 36 highest paid consecutive months to the 12 highest paid consecutive months pursuant to Section 20042 of the PERS Retirement Law effective July 1, 2011. This benefit will only apply to employees hired before July 1, 2011

1959 Survivor Benefit Level 3 – Section 21573

City agrees to pay the two-dollar (\$2) per month employee contribution for the current 1959 Survivor benefit (Level 3) Section 21573 of the PERS Retirement Law effective July 1, 2008.

TITLE 20. SEVERABILITY CLAUSE

20.1 Severability Clause

If any article or section of this Memorandum of Understanding should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other articles and sections of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum. In the event of invalidation of any article or section, the CITY and the ASSOCIATION agree to meet within thirty (30) days for the purpose of renegotiating said article or section.

TITLE 21. TERM OF AGREEMENT

21.1 Term

This Agreement shall take effect on July 1, 2022 and shall continue in full force and effect through June 30, 2025.

TITLE 22. PAST PRACTICES

22.1 Past Practices

Neither the GPOA (nor other designees of the bargaining unit) nor the CITY shall be bound by any requirement which is not expressly and explicitly stated in this agreement. Specifically, but not


exclusively, neither the GPOA nor the CITY shall be bound by any past practices of the CITY or by understandings with any employee or organization unless such past practices or understandings are specifically stated in this agreement.

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF GRIDLEY AND THE GRIDLEY POLICE OFFICERS ASSOCIATION

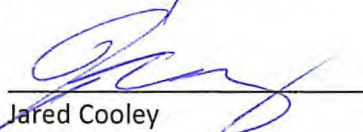
IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 21st day of June, 2022.

GRIDLEY POLICE OFFICERS ASSOCIATION

1.



Todd Farr, GPOA President

2.


Jared Cooley

CITY OF GRIDLEY

1.


Cliff Wagner, City Administrator

2.

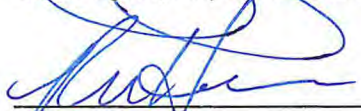

Rodney Harr, Police Chief

EXHIBIT A
Gridley Police Officers Association
Salary Schedule

Schedule of Wage Rates - Non-Sworn Employees

Bargaining Group: GPOA

Effective Date 7-1-2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Evidence Officer							
Public Safety Dispatcher & Records Supervisor	3,678	3,863	4,056	4,259	4,472	4,696	4,813
Public Safety Dispatcher/ACO	3,504	3,678	3,863	4,056	4,259	4,472	4,584
Community Service Officer	3,152	3,310	3,476	3,650	3,832	4,024	4,124

Certificate and other additional Pay

Intermediate POST Certificate or Bilingual Pay (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Advanced Certificate - in addition to Intermediate (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Bilingual Pay (Flat Rate)

Public Safety Dispatcher & Records Supervisor	292	299	306	314	322	327	331
Dispatcher/ACO	292	299	306	314	322	327	331
Community Service Officer	292	299	306	314	322	327	331

Longevity

1% at 5 years of service

Public Safety Dispatcher & Records Supervisor	37	39	41	43	45	47	48
Public Safety Dispatcher/ACO	35	37	39	41	43	45	46
Community Service Officer	32	33	35	37	38	40	41

2% at 10 years of service

Public Safety Dispatcher & Records Supervisor	74	77	81	85	89	94	96
Public Safety Dispatcher/ACO	70	74	77	81	85	89	92
Community Service Officer	63	66	70	73	77	80	82

3% at 15 years of service

Public Safety Dispatcher & Records

Supervisor	110	116	122	128	134	141	144
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Public Safety Dispatcher/ACO	105	110	116	122	128	134	138
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Community Service Officer	95	99	104	110	115	121	124
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4% at 20 years of service

Public Safety Dispatcher & Records

Supervisor	147	155	162	170	179	188	193
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Public Safety Dispatcher/ACO	140	147	155	162	170	179	183
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Community Service Officer	126	132	139	146	153	161	165
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Educational Incentive Pay (Flat Rate)**Associates Arts Degree**

Public Safety Dispatcher & Records

Supervisor	78	80	81	83	84	85	86
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Public Safety Dispatcher/ACO	78	80	81	83	84	85	86
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Community Service Officer	78	80	81	83	84	85	86
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Bachelor's Degree

Public Safety Dispatcher & Records

Supervisor	121	124	128	132	136	138	141
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Public Safety Dispatcher/ACO	121	124	128	132	136	138	141
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Community Service Officer	121	124	128	132	136	138	141
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Master's Degree

Public Safety Dispatcher & Records

Supervisor	192	199	206	214	222	227	231
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Public Safety Dispatcher/ACO	192	199	206	214	222	227	231
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Community Service Officer	192	199	206	214	222	227	231
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Schedule of Wage Rates - Non-Sworn Employees

Bargaining Group: GPOA

Effective Date 7-1-2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Evidence Officer							
Public Safety Dispatcher & Records Supervisor	3,789	3,978	4,178	4,387	4,606	4,836	4,958
Public Safety Dispatcher/ACO	3,609	3,789	3,978	4,178	4,387	4,606	4,722
Community Service Officer	3,246	3,409	3,580	3,760	3,947	4,144	4,248

Certificate and other additional Pay

Intermediate POST Certificate or Bilingual Pay (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Advanced Certificate - in addition to Intermediate (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Bilingual Pay (Flat Rate)

Public Safety Dispatcher & Records Supervisor	292	299	306	314	322	327	331
Dispatcher/ACO	292	299	306	314	322	327	331
Community Service Officer	292	299	306	314	322	327	331

Longevity

1% at 5 years of service

Public Safety Dispatcher & Records Supervisor	38	40	42	44	46	48	50
Public Safety Dispatcher/ACO	36	38	40	42	44	46	47
Community Service Officer	32	34	36	38	39	41	42

2% at 10 years of service

Public Safety Dispatcher & Records Supervisor	76	80	84	88	92	97	99
Public Safety Dispatcher/ACO	72	76	80	84	88	92	94
Community Service Officer	65	68	72	75	79	83	85

3% at 15 years of service

Public Safety Dispatcher & Records Supervisor	114	119	125	132	138	145	149
Public Safety Dispatcher/ACO	108	114	119	125	132	138	142
Community Service Officer	97	102	107	113	118	124	127

4% at 20 years of service

Public Safety Dispatcher & Records Supervisor	152	159	167	175	184	193	198
Public Safety Dispatcher/ACO	144	152	159	167	175	184	189
Community Service Officer	130	136	143	150	158	166	170

Educational Incentive Pay (Flat Rate)**Associates Arts Degree**

Public Safety Dispatcher & Records Supervisor	78	80	81	83	84	85	86
Public Safety Dispatcher/ACO	78	80	81	83	84	85	86
Community Service Officer	78	80	81	83	84	85	86

Bachelor's Degree

Public Safety Dispatcher & Records Supervisor	121	124	128	132	136	138	141
Public Safety Dispatcher/ACO	121	124	128	132	136	138	141
Community Service Officer	121	124	128	132	136	138	141

Master's Degree

Public Safety Dispatcher & Records Supervisor	192	199	206	214	222	227	231
Public Safety Dispatcher/ACO	192	199	206	214	222	227	231
Community Service Officer	192	199	206	214	222	227	231

Schedule of Wage Rates - Non-Sworn Employees

Bargaining Group: GPOA

Effective Date 7-1-2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Evidence Officer							
Public Safety Dispatcher & Records Supervisor	3,902	4,098	4,303	4,518	4,744	4,982	5,106
Public Safety Dispatcher/ACO	3,717	3,902	4,098	4,303	4,518	4,744	4,864
Community Service Officer	3,344	3,511	3,687	3,873	4,065	4,269	4,376

Certificate and other additional Pay

Intermediate POST Certificate or Bilingual Pay (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Advanced Certificate - in addition to Intermediate (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Community Service Officer	171	174	178	182	186	188	191

Bilingual Pay (Flat Rate)

Public Safety Dispatcher & Records Supervisor	292	299	306	314	322	327	331
Dispatcher/ACO	292	299	306	314	322	327	331
Community Service Officer	292	299	306	314	322	327	331

Longevity

1% at 5 years of service

Public Safety Dispatcher & Records Supervisor	39	41	43	45	47	50	51
Public Safety Dispatcher/ACO	37	39	41	43	45	47	49
Community Service Officer	33	35	37	39	41	43	44

2% at 10 years of service

Public Safety Dispatcher & Records Supervisor	78	82	86	90	95	100	102
Public Safety Dispatcher/ACO	74	78	82	86	90	95	97
Community Service Officer	67	70	74	77	81	85	88

3% at 15 years of service

Public Safety Dispatcher & Records

Supervisor	117	123	129	136	142	149	153
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Public Safety Dispatcher/ACO	112	117	123	129	136	142	146
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Community Service Officer	100	105	111	116	122	128	131
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4% at 20 years of service

Public Safety Dispatcher & Records

Supervisor	156	164	172	181	190	199	204
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Public Safety Dispatcher/ACO	149	156	164	172	181	190	195
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Community Service Officer	134	140	147	155	163	171	175
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Educational Incentive Pay (Flat Rate)**Associates Arts Degree**

Public Safety Dispatcher & Records

Supervisor	78	80	81	83	84	85	86
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Public Safety Dispatcher/ACO	78	80	81	83	84	85	86
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Community Service Officer	78	80	81	83	84	85	86
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Bachelor's Degree

Public Safety Dispatcher & Records

Supervisor	121	124	128	132	136	138	141
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Public Safety Dispatcher/ACO	121	124	128	132	136	138	141
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Community Service Officer	121	124	128	132	136	138	141
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Master's Degree

Public Safety Dispatcher & Records

Supervisor	192	199	206	214	222	227	231
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Public Safety Dispatcher/ACO	192	199	206	214	222	227	231
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Community Service Officer	192	199	206	214	222	227	231
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Schedule of Wage Rates - Sworn Officers

Bargaining Group: GPOA

Effective Date 7-1-2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Sergeant	5,567	5,845	6,137	6,444	6,766	7,104	7,282
Police Officer	4,617	4,847	5,090	5,345	5,612	5,893	6,040

Certificate and other additional pay

Intermediate POST Certificate (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Advanced Certificate in addition to Intermediate (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Assignment - Detective & SRO (5%)

Police Officer	231	242	254	267	281	295	302
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Bilingual pay (Flat Rate)

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

Longevity

1% at 5 years of service

Police Sergeant	56	58	61	64	68	71	73
Police Officer	46	48	51	53	56	59	60

2% at 10 years of service

Police Sergeant	111	117	123	129	135	142	146
Police Officer	92	97	102	107	112	118	121

3% at 15 years of service

Police Sergeant	167	175	184	193	203	213	218
Police Officer	139	145	153	160	168	177	181

4% at 15 years of service

Police Sergeant	223	234	245	258	271	284	291
Police Officer	185	194	204	214	224	236	242

Educational incentive pay (Flat Rate)

Associates Arts Degree

Police Sergeant	94	96	99	101	104	105	107
Police Officer	87	89	90	92	95	96	97

Bachelor's Degree

Police Sergeant	161	166	172	178	184	188	191
Police Officer	142	146	151	156	162	164	167

Master's Degree

Police Sergeant	271	282	294	306	319	326	333
Police Officer	233	243	252	262	273	279	284

Schedule of Wage Rates - Sworn Officers

Bargaining Group: GPOA

Effective Date 7-1-2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Sergeant	5,734	6,020	6,321	6,637	6,969	7,317	7,501
Police Officer	4,755	4,993	5,242	5,505	5,780	6,069	6,222

Certificate and other additional pay

Intermediate POST Certificate (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Advanced Certificate in addition to Intermediate (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Assignment - Detective & SRO (5%)

Police Officer	238	250	262	275	289	303	311
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Bilingual pay (Flat Rate)

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

Longevity

1% at 5 years of service

Police Sergeant	57	60	63	66	70	73	75
Police Officer	48	50	52	55	58	61	62

2% at 10 years of service

Police Sergeant	115	120	126	133	139	146	150
Police Officer	95	100	105	110	116	121	124

3% at 15 years of service

Police Sergeant	172	181	190	199	209	220	225
Police Officer	143	150	157	165	173	182	187

4% at 15 years of service

Police Sergeant	229	241	253	265	279	293	300
Police Officer	190	200	210	220	231	243	249

Educational incentive pay (Flat Rate)

Associates Arts Degree

Police Sergeant	94	96	99	101	104	105	107
Police Officer	87	89	90	92	95	96	97

Bachelor's Degree

Police Sergeant	161	166	172	178	184	188	191
Police Officer	142	146	151	156	162	164	167

Master's Degree

Police Sergeant	271	282	294	306	319	326	333
Police Officer	233	243	252	262	273	279	284

Schedule of Wage Rates - Sworn Officers

Bargaining Group: GPOA

Effective Date 7-1-2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Sergeant	5,906	6,201	6,511	6,836	7,178	7,537	7,726
Police Officer	4,898	5,143	5,400	5,670	5,954	6,252	6,408

Certificate and other additional pay

Intermediate POST Certificate (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Advanced Certificate in addition to Intermediate (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

Assignment - Detective & SRO (5%)

Police Officer	245	257	270	284	298	313	320
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Bilingual pay (Flat Rate)

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

Longevity

1% at 5 years of service

Police Sergeant	59	62	65	68	72	75	77
Police Officer	49	51	54	57	60	63	64

2% at 10 years of service

Police Sergeant	118	124	130	137	144	151	155
Police Officer	98	103	108	113	119	125	128

3% at 15 years of service

Police Sergeant	177	186	195	205	215	226	232
Police Officer	147	154	162	170	179	188	192

4% at 15 years of service

Police Sergeant	236	248	260	273	287	301	309
Police Officer	196	206	216	227	238	250	256

Educational incentive pay (Flat Rate)

Associates Arts Degree

Police Sergeant	94	96	99	101	104	105	107
Police Officer	87	89	90	92	95	96	97

Bachelor's Degree

Police Sergeant	161	166	172	178	184	188	191
Police Officer	142	146	151	156	162	164	167

Master's Degree

Police Sergeant	271	282	294	306	319	326	333
Police Officer	233	243	252	262	273	279	284

Exhibit B

GRIDLEY POLICE DEPARTMENT SUBSTANCE ABUSE POLICY

PURPOSE

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of management and employees. It is the policy of the Gridley Police Dept. to maintain a safe, healthful, and productive work place for all employees. To that end, the City of Gridley will act to eliminate any substance abuse (alcohol, illegal drugs, and prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or tends to undermine public confidence in the City's work force. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

POLICY

It is Department policy that employees shall not report to work under the influence of alcohol or drugs, or have the odor of alcohol or drugs on their breath, possess, sell, or provide drugs or alcohol to any other employee or to any person while such employee is on duty or on call, or have their ability to work impaired as a result of the use of alcohol or drugs.

While use of medically prescribed medications and drugs is not, per se, a violation of this policy, failure by the employee to notify his/her supervisor, before beginning work, when taking medications or drugs which may interfere with the safe and effective performance of duties of operation of city equipment can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from a qualified physician may be required.

The City of Gridley has established a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors for additional information.

The Department has the right to conduct searches of all items, such as lunch boxes, purses, cars, tool boxes, and brief cases which are brought onto city property, as well as all items of city property, such as city vehicles, desks and lockers, whenever management deems such searches necessary.

Violations of this policy shall be grounds for disciplinary action up to and including discharge for serious or repeated infractions. Any confirmed indication of drug use shall be grounds for removing an employee from a sensitive position. Any Department member may be removed upon confirmation of illegal drug use. Refusal to submit immediately to an alcohol and/or drug analysis when requested by management or a supervisor will constitute insubordination which alone will form a basis for discipline.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and may be instructed to wait for a reasonable time until an authorized city representative can transport the employee from the work site.

EMPLOYEE RESPONSIBILITIES

An employee must:

- not report to work or be subject to duty while his/her ability to perform job duties is impaired due to alcohol or drug use, on or off duty;
- not possess or use or have the odor of alcohol or drugs on his/her breath during working hours, on breaks, during meal periods while on city property in an official capacity or while operating any city vehicle;
- not directly or through a third party sell or provide drugs or alcohol to any person or to any other employee while either employee or both employees are on duty, or "on-call";
- submit immediately to reasonable requests for alcohol and/or drug analysis when requested by a supervisor or manager who has reasonable suspicion employee is under the influence;
- notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of city equipment; and,
- provide within twenty-four (24) hours of request, a current valid prescription for any drug or medication identified when drug screen/analysis is positive. The prescription must be in the employee's name.

MANAGEMENT RESPONSIBILITIES AND GUIDELINES

Managers and supervisors are responsible for consistent enforcement of this policy. Any supervisor who knowingly permits a violation of this policy by employees under his/her direct supervision shall be subject to disciplinary action.

Managers and supervisors may request that an employee submit to a drug and/or alcohol analysis when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonable prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.

The manager or supervisor shall document in writing the facts constituting reasonable suspicion that the employee in question is under the influence of alcohol or drugs. Any manager or supervisor requesting an employee to submit to a drug and/or alcohol analysis shall be responsible for the employee's transport to the designated medical center for administration of the test. Any manager or supervisor encountering an employee who refuses to submit to an alcohol and/or drug analysis shall remind the employee of the requirements and consequences of this policy. An employee shall not be forced to submit to such testing. The manager or supervisor shall be responsible for arranging transportation home for the employee. Managers or supervisors shall not confiscate, without consent, prescription medications from an employee who has a prescription.

PRE-EMPLOYMENT SCREENING

Candidates selected for employment with the Department will be required to submit to a pre-employment physical, therapy evaluation, and a drug and alcohol screening to determine if the candidate is fit to perform the duties of the job for which he/she is applying. All employment applicants for these positions will be informed of the physical and drug/alcohol screening tests in the

job announcements and will be asked to sign a consent form confirming their voluntary participation in these tests as a prerequisite to consideration for employment. A candidate who refuses to submit to any or all of these tests will not be considered for employment with the Gridley Police Department.

A candidate who tests positive for drugs or alcohol will be so informed. The candidate may be allowed to retest. Should the second test also be positive, the candidate will not be considered for that or any other position with the Department.

Should the second test be negative, the candidate will not be disqualified from employment with the Department for drug/alcohol reasons.

FOR CAUSE SCREENING

If a manager or supervisor has a reasonable suspicion based on articulable facts that an employee is unfit to perform the duties of his/her job or is suspected of being under the influence of drugs or alcohol, or that an employee's physical or emotional condition, or drugs or alcohol may be a contributing factor in any work-related accident or injury (hereinafter referred to as a "reasonable suspicion"), the supervisor or manager may direct the employee to submit to a fitness for duty physical examination which may include a physical therapy evaluation, and drug and/or alcohol analysis. In the case of alcohol abuse, an intoxilyzer examination may suffice. Should an intoxilyzer test be administered, the employee may at his/her request have a second test of his/her blood or urine as a back-up.

Should an intoxilyzer test or a fitness for duty exam conclude that an employee is not fit for duty, the employee shall be notified, and the Chief of Police shall be notified at the earliest possible time.

EMPLOYEE DISCIPLINE

The following shall be grounds for discipline:

- An employee who is directed to submit to an intoxilyzer test or fitness for duty examination and willfully refuses or fails to do so.
- An employee refuses to comply with the requests or instructions of the examining physician or person administering the intoxilyzer test.
- An employee tests positive for drugs and/or alcohol on the initial test and/or secondary tests administered.
- An employee was on duty when he/she knew or should have known that he/she was unfit for duty.
- Unlawful possession, distribution, dispensing or manufacturing of controlled substances on duty or within the workplace.

The discipline to be imposed shall depend upon the totality of the circumstances surrounding the violation. Consideration shall be given to the following factors among others:

- Previous discipline.
- The nature and severity of the offense.
- Employee culpability.
- Entry into and successful participation in a rehabilitation program.

The discipline to be imposed may range from reprimand to termination. Unless other circumstances exist that in the opinion of the Department, makes it inappropriate, an employee who has used or been

under the influence of drugs or alcohol may be permitted to participate in a rehabilitation program and be permitted to return to work in accordance with the procedures outlined in the return to work agreement.

RETURN TO WORK AGREEMENT

If one of the grounds for disciplinary action was the use of or being under the influence of drugs or alcohol, the City may require the employee, as a condition of continued employment, to enter into a Return to Work Agreement. The Return to Work Agreement will provide for the protection of the employee's job, provided that:

- the employee enters a drug or alcohol rehabilitation program acceptable to both the City and the employee;
- the employee successfully completes the program within the prescribed time;
- the employee complies with all conditions and directives of the program, including periodic drug testing if applicable;
- and such other provisions as may be agreed upon by the City and the employee.

Failure of the employee to strictly comply with all the terms and conditions of the Return to Work Agreement shall be grounds for termination of employment, or a lesser sanction at the discretion of the City.

TESTING PROCEDURES

Testing for drugs shall be carried out in accordance with guidelines established by the National Institute on Drug Abuse. Testing for alcohol shall be carried out in accordance with the regulations governing forensic alcohol testing in the State of California. These procedures shall provide for confidentiality and integrity of the process to the greatest extent feasible.

CONFIDENTIALITY OF TEST RESULTS

All test results will be kept separate from the employee's personnel file and become part of, but separate from, the employee's normal medical records. The information in this file will only be provided on a strict need-to-know basis and will not be released to any outside agency.

RETURN TO WORK AGREEMENT

The Agreement is hereby entered into between City of Gridley (hereinafter referred to as 'City') and _____ (hereinafter referred to as 'Employee'). The purpose of this Agreement is to assist _____ in solving his/her drug/alcohol problem. This Agreement is in no way intended to restrict rights guaranteed City or Employee pursuant to state or federal laws or to the existing terms and conditions of employment.

City agrees to suspend its action regarding the discipline of _____ as a result of _____.

As a condition to and in consideration for the suspension of disciplinary action, Employee agrees to enroll in, participate in and complete City's designated Employee Assistance Plan (sometimes referred to herein as the 'Plan'). In the event that the Plan provider directs the Employee to participate in a rehabilitation program (sometimes referred to herein as the 'Program'), either in addition to or in place of participation in the Plan, Employee shall, as a condition to the suspension of disciplinary action, participate in and complete such a Program. Any such Program must be approved in advance by City or the Plan provider.

City's Employee Assistance Plan consists of 5 counseling sessions provided to employees to further assess the need for additional treatment. In the event treatment beyond these 5 sessions is directed or required, the cost will be borne by the Employee. Employee will be given 10 weeks in which to successfully complete the Employee Assistance Plan which Employee agrees is a reasonable time in which to complete the Plan. Failure of Employee to successfully complete the Plan within this time period, unless excused for good cause by City or the Plan provider, may constitute a failure to comply with this Agreement. If during or upon completion of the Employee Assistance Plan, the Plan provider determines that Employee requires further treatment, Employee shall be notified, and Employee shall thereupon make such arrangements for such further treatment.

Employee understands and agrees to follow the instructions given by and conditions set by the treatment provider in order to complete the Plan or Program, as the case may be. Employee understands that refusal to cooperate in any way with the Plan or Program provider for purposes of treatment, including failing to attend treatment sessions, will constitute a violation of this Agreement. Employee further understands that City will be in contact with treatment provider in order to verify Employee's compliance with this Agreement and will be entitled to receive, upon request from treatment provider, any documents related to or prepared in conjunction with Employee's treatment. The treatment provider will determine when Employee has successfully completed the Plan or Program. Once City has been notified of Employee's successful completion, City will reinstate Employee to active status with City.

Failure of the Employee to abide by the terms and conditions of this Agreement, or the violation of any term of this Agreement, shall be grounds for the City to reinstate the disciplinary proceedings suspended pursuant to this Agreement. This Agreement in no way limits City's ability to discipline or terminate Employee for conduct arising on or after the date of this Agreement, nor does this Agreement

in any way limit City's right to use or make reference to the incident(s) described above as a basis, in part, to justify a decision to discipline or terminate Employee for conduct arising on or after the date of execution of this Agreement. During Employee's participation in the Plan or Program, Employee will continue to enjoy and receive the rights and entitlements made available through the terms and conditions referred to above.

Employee

City Representative

Date

Date

Employee Representative

Date

Exhibit C

AMENDMENTS TO PERSONNEL RULES APPLICABLE TO GPOA

CITY and GPOA agree that the following Sections of the Personnel Manual shall be amended as follows:

2.26 Disciplinary Action

Oral reprimand, written reprimand, dismissal, demotion, reduction in compensation, suspension, placement on disciplinary probation or other action taken for disciplinary punitive reasons.

2.48 Reasonable Cause

The condition or conditions existing which may justify the discharge, demotion or suspension of an employee. Reasonable cause may include, but not be limited to the following:

- Neglect of Duty
- Dishonesty
- Being under the influence of alcohol or drug.
- Unlawful use, sale or possession of narcotics or habit-forming drugs
- Unauthorized absence without leave
- Conviction of a felony, or conviction of a misdemeanor, involving moral turpitude. A plea or verdict of guilty or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section
- Immorality
- Repeated violation of safety procedures
- Misuse of City property
- Violation of any of the provisions of these rules or departmental rules and regulations
- Other failure of good behavior either during or outside of duty hours which is of such nature that causes discredit to the City
- Refusal to take or subscribe to any oath or affirmation which is required by law in connection with employment
- Fraud in securing appointment
- Insubordination
- Unsatisfactory performance
- Inefficiency
- Disrespectful behavior toward the public, superiors, or other employees

2.63 Disciplinary Probation

A form of Disciplinary Action, as distinguished from the usual probationary period for new or recently promoted employees, for a specified time not to exceed one year. Employees placed on Disciplinary Probation may be dismissed for failure to meet any requirement imposed as a condition to such status.

Exhibit D
Gridley Police Officers Association
Job Descriptions

Animal Control Officer
Community Services Officer
Police Officer
Public Safety Dispatcher
Public Safety Dispatcher & Records Supervisor
Sergeant

ANIMAL CONTROL OFFICER

Job Description

DEFINITION

Under general direction from the Police Chief or his/her designee within a framework of established policies and standard operating procedures, to perform varied and routine non-sworn police work with an emphasis on animal control; enforcement of ordinances governing the licensing, impounding, disposal and quarantine of animals; respond to citizen complaints regarding nuisance or humane investigations; and to perform related work as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Typical duties may vary from routine, non-sworn animal control and enforcement work to more complex duties of a similar nature
- Patrols the City to enforce City and State animal control ordinances and related laws
- Extensive contact with the general public in matters relating to care, control, maintenance and treatment of animals
- Issues citations
- Takes less complex police reports
- May provide clerical support as needed
- Care for impounded animals and maintains the shelter facility
- Investigates animal bites and completes related reports
- May testify in court and respond to requests for animal control information
- Locate and remove dead animals
- Identifies problems and solutions and makes suggestions and recommendations regarding changes in procedure and policy
- Performs related duties as required

TOOLS AND EQUIPMENT USED

Patrol vehicle, stock trailer, animal capture equipment, police radio, pager, tape recorder, facsimile equipment, telephone, computer aided dispatch equipment, first aid equipment, personal computer.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to stand, walk on a variety of surfaces, climb or balance, stoop, kneel, crouch, or crawl; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must routinely be able to lift, pull, push and/or move more than 50 pounds; 100 pounds with assistance, including dead and fractious animals. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works in outside weather conditions including rain, heat, and cold. The employee occasionally works near moving mechanical parts and traffic; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, and foul

odors. The noise level in the work environment is usually moderate.

EMPLOYMENT STANDARDS

Knowledge of:

- English usage, spelling, and punctuation
- Basic practices and techniques for impounding and caring for a variety of animals
- The geography of the City
- Crime scene preservation and evidence handling techniques
- Animal anatomy, behavior and first aid treatment
- Proper and safe techniques for capturing, impounding, caring for, and disposing of and otherwise handling animals
- Police department procedures related to animal control operations, related laws and City policies and procedures

Ability to:

- Deal tactfully and effectively with the public
- Understand written and oral instructions
- Write clear and accurate reports
- Operate radio, telephone, and Computer-Aided Dispatch equipment
- Work effectively without direct supervision
- Analyze situations and take effective action
- Identify common breeds of dogs, cats, livestock and exotic animals and reptile
- Perform animal capture, impounding, care and handling
- Identify symptoms and behaviors associated with rabies and other common domestic animal diseases
- Perform vigorous physical tasks in the performance of assigned duties

Minimum Qualifications

High school graduation or equivalent and one year of experience in law enforcement or a position involving extensive public contact. Experience that would provide knowledge of basic practices and techniques for impounding and caring for a variety of animals is desirable.

Additional Requirement: Possession of a valid California Driver License.

PUBLIC SAFETY DISPATCH & RECORDS SUPERVISOR

Job Description

DEFINITION

To plan, coordinate, supervise and participate in the maintenance of the public safety/criminal records system and dispatch communications activities for the City; to supervise, train, and evaluate the work of assigned staff; to perform a variety of responsible administrative support functions for the Police Chief; to plan, direct, and supervise assigned special project areas; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class functions at the full supervisory level of job performance. This job class performs

supervisory, analytical, technical and responsible administrative/secretarial work in support of the City's Police Department. Employees in this classification perform a variety of specialized and technical functions and are expected to possess in-depth knowledge of public safety dispatch, communications, and record keeping operations, standards, and procedures for a municipal public safety agency. Employees in this job class are responsible for the completion and coordination of assigned and on-going services as well as special project activities. In addition to performing the full range of duties assigned to the Public Safety Dispatchers, this job class is also responsible for supervising and training subordinate staff in all day-to-day activities as well as special projects/assignments. This job class requires excellent organizational skills, superior communications and interpersonal skills, and initiative.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision from the Police Chief within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over assigned clerical and technical employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, coordinates, supervises and participates in receiving and initiating the appropriate response to emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after-hours public works requests as well as the dispatching of appropriate emergency or non-emergency service resources to requests for assistance.
- Plans, coordinates, supervises, and participates in the maintenance and updating of the specialized police record keeping system to include the filing and retrieval of information as necessary and upon request and the entering and retrieval of data from a computerized law enforcement network.
- Performs confidential and complex secretarial and administrative duties in support of the Police Chief; initiating, coordinating, and following through on a variety of administrative and operational processes; implementing administrative details not requiring the Police Chief's attention; and representing the Police Chief's office as assigned.
- Plans, directs, coordinates, and supervises the Public Safety Dispatch work unit to include the completion of all work on a daily basis; supervising and training assigned staff in all aspects of the City's and Police Department's operational and administrative processes; end acts as the primary resource regarding all aspects of public safety dispatch, communications, and recordkeeping activities.
- Participates in the development and implementation of relevant policies and procedures; establishes schedules and methodology for the maintenance and management of recordkeeping and communication system operations; implements and interprets the operating procedures and submits recommendations for change/modification as necessary and upon request.
- Participates in the recruitment and selection of assigned staff; monitors employee performance; prepares employee performance reviews; provides or coordinates staff training; and implements and/or initiates appropriate disciplinary procedures.
- Represents Police Chief's office; greeting and screening visitors and telephone calls to the office, providing requested information/support not requiring the Police Chief's attention; sorting and screening incoming mail, responding to requests, initiating correspondence, and disseminating to appropriate staff as necessary; accepts documents for signature and returns to requester in a timely manner.

- Researches inquiries, compiles pertinent information, and prepares reports, manuals, forms, and statistics in support of the Police Chief's office, public safety operations, and special projects as assigned.
- Coordinates activities with and provides information to other City departments, outside agencies, citizens, and the general public regarding the City's public safety services and operations as well as acting as liaison between the Police Chief and the above cited entities.
- Receives and responds to a variety of citizen's requests, concerns, and complaints regarding public safety functions and activities; gathers pertinent data, researches inquiry and initiates appropriate response/action and/or refers citizen to an alternative resource.
- Monitors interview areas and secure areas when occupied; assists with the search and booking of suspects and prisoners as necessary or upon request.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted functions, procedures and practices of public safety operations including police, fire, rescue, and paramedic activities.
- Pertinent laws, regulations and guidelines related to confidentiality issues and the release of information from law enforcement records.
- City and departmental organizational structure, ordinances, policies, and procedures. Location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Standard and accepted radio and telephone communication equipment and radio codes.
- Standard and accepted office practices, procedures, and operations.
- Standard and accepted principles and practices of business letter writing and report writing.
- Standard and accepted financial/budgetary systems and procedures.
- Standard and accepted English usage, spelling, punctuation, and grammar,
- Designated and specialized computer software programs and their applications.
- Standard and accepted record keeping practices, guidelines and retention requirements for public safety/police records.
- Standard and accepted principles and practices of supervision and training.

Ability to:

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Plan, organize, supervise, and evaluate the work of others in an effective and positive manner.
- Interview and communicate with a variety of individuals in a positive, persuasive, and effective manner.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Identify problem, gather pertinent data, analyze and evaluate alternatives, and recommend and/or initiate a solution.
- Think clearly in a variety of emergency situations and respond in a timely and calming manner.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, teletype machine, copier, and calculator.

- Operate and utilize designated telephone communication and radio equipment and codes in an effective and timely manner.
- Perform a variety of mathematical calculations including addition, subtraction, multiplication, and division as well as basic statistical analyses with speed and accuracy.
- Establish and maintain a variety of specialized and confidential recordkeeping systems effectively.
- Operate designated software programs including word processing, spreadsheets, databases, and specialized computerized network systems effectively.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSES OR CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Possession of a California Law Enforcement Telecommunications System (C.L.E.T.S.) Certificate.
- Ability to successfully obtain an Emergency Medical Dispatcher Certificate within the first year of employment in this job class.
- Ability to successfully obtain the P.O.S.T. Public Safety Dispatcher Training Certificate within the first year of employment in this job class.

TRAINING AND EXPERIENCE

Any combination of education, training, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. An Associate of Arts degree from an accredited college or university is desirable.
- Possession of an associate of arts degree with a major in police science, criminal justice, or a related is highly desirable.

Experience

- At least three (3) years of increasingly responsible criminal records and communications experience in a public safety environment to include at least one (1) year of lead or supervisory experience.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for constant radio and telephone communications; ability to write and listen at the same time for timely recording of data; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Employee works in a high stress environment and is exposed to emergency and high demand situations in the performance of required duties. Employees subject to the possibility of rotating shifts and on call work. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

COMMUNITY SERVICES OFFICER

Job Description

DEFINITION

To assist police officers and the community by promptly responding to non-hazardous calls for service; to carry out assigned community relations efforts; to act as a referral source to other government and private agencies; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from departmental management.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Responds to non-emergency, non-hazardous calls for service.
- Investigates all details of assigned incidents; prepares related reports.
- Compiles information on and reports violations of federal, state and local laws and ordinances.
- Assists when needed to direct traffic; issues non-moving citations and warning notices on vehicles; responds to traffic accidents, provide traffic control, arrange towing, take statements from those involved, and prepare accident diagrams and reports using computerized report program.
- Provides medical assistance as needed at the first-responder level.
- Assists police officers and investigators at crime scenes; assists with the collection of evidence.
- Assists with animal control duties as necessary. Testifies in court as necessary.
- Performs other routine services as required, including but not limited to assisting stranded motorists, assisting with non-violent crowd control, delivering subpoenas, etc.
- Receives and responds to public inquiries, requests for information and assistance.
- Manages the Police Department's evidence system, including evidence handling, storage, record-keeping, inventory control, release and destruction, as well as lost-and-found property.
- Processes abandoned vehicles, including removal, towing and abatement procedures.
- Participates in crime prevention, reduction and education programs; gives presentations to various community, civic and school groups as requested; assists with bicycle safety programs.
- Maintains the department's property inventory records. Attends City and staff meetings as required.
- Maintains assigned vehicle and equipment.
- Participates in Child Safety Seat Restraint Education Program.
- Keeps supervisor informed of problems encountered during assigned shift.

EMPLOYMENT STANDARDS

Knowledge of:

- Pertinent federal, state and local laws, regulations, codes and ordinances.
- Criminal justice or related governmental field.
- Organization and functional responsibilities of a police department. Community services of other public and private agencies.
- The layout of local roads and of the locations and characteristics of various neighborhoods.

- Basic record-keeping and report writing.
- English usage, spelling, grammar and punctuation. Safe work practices.
- Public / community relations techniques.

Ability to:

- Read, learn, understand and apply pertinent federal, state and local laws, rules and regulations.
- Acquire a working knowledge of various criminal and vehicle codes and police report- writing techniques.
- Learn standard police radio procedures and codes.
- Obtain information through interview and observation.
- Observe, remember and recall detailed information, names, faces and facts.
- React quickly and calmly in emergency situations.
- Deal courteously, yet firmly and effectively with the public in police situations. Prepare accurate and detailed records and reports.
- Perform mathematical computations with accuracy.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and utilize new skills and information to improve job performance and efficiency.

TRAINING AND EXPERIENCE

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

Training

- Graduation from high school or GED.

Experience

- One year of experience in law enforcement or a position involving extensive public contact or graduate from a POST Academy.

Additional Requirements:

- Possession of a valid California Class "C" driver's license.
- Graduation from a California Basic P.O.S.T. Academy desired.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office and field duties; lift and/or move up to 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment; a telephone to communicate verbally, a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

POLICE OFFICER

Job Description

DEFINITION

To perform a variety of responsible law enforcement and crime prevention functions by patrolling, observing, and protecting assigned areas of the City in a professional and proactive manner; to actively participate in an investigation from its initiation to completion; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations, and provide outreach and support to all citizens; to perform a variety of special assignments in support of the Police Department, the City and its citizens; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class is the working journey level of sworn police classifications. Employees in this classification function at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the professional standards, operating procedures and policies within the Police Department. Although individual positions may be assigned to specialized work units or special projects, employees in this job class are expected to be cross trained and fully functional in all areas of sworn police work activities and assignments. Employees in this job class are subjected to both mental and physical stress as well as exposure to dangerous and uncomfortable situations as a condition of regular work assignments.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision from a Police Sergeant or his/her designee within a framework of established policies and standard operating procedures. Employees in this classification may provide technical and/or functional supervision when functioning in a special duty/assignment capacity.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Patrols designated areas of the City on foot and in patrol car on an assigned shift to conduct a variety of responsible law enforcement and crime prevention duties;
- Responds to routine or emergency calls for assistance; controls traffic; observes all suspicious activities/persons; and reports to superiors periodically.
- Provides proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Conducts criminal investigations from initiation to the completion of investigation; prepares preliminary reports of incidents and investigations to include documentation; contacts and interviews victims, witnesses, and suspects for details; secures statements; preserves evidence; follows-up on every facet of assigned investigation to ensure all activities and efforts are coordinated and successfully completed.
- Makes arrests and issues citations for violations of pertinent laws and ordinances within standard and accepted laws, policies, and operational regulations.
- Books, transports, and is charged with responsibility for the appropriate care and safety of detained persons.

- Performs a variety of duties, functions and activities as a participant in a special duty assignment such as DARE, School Resource Officer, BINTF, Training Officer, or Canine Patrol; cross trains and maintains expertise in all areas of sworn police activities.
- Observes and notes all unusual or suspicious situations, behaviors and events; reporting these circumstances and/or activities to superior officer and/or following up and gathering pertinent data.
- Controls traffic; stops unsafe and/or illegal drivers; issues traffic citations; investigates causes and results of accidents; renders first aid at the accident scene; serves at first response level to hazardous materials spills and accidents.
- Appears in court to present evidence and testify as to circumstances, occurrences, and the investigative process regarding designated cases; provides information, reports, and documentation to the court and its representatives in support of case development.
- Prepares a variety of administrative reports and documentation of activities such as accident reports, investigation reports, and patrol observations; establishes and maintains files and records in a complete and confidential manner.
- Participates in maintaining order, coordinating and supporting relief efforts, and protecting citizens/general public during a variety of emergency situations.
- Assists and attends to ill and/or injured individuals who may be violent, disruptive, unmanageable, or have a communicable disease; administers first aid, CPR, or other means of assistance and care.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention, and traffic control.
- Pertinent federal, state, and local laws, regulations, and guidelines governing the apprehension, arrest, and custody of persons accused or suspected of committing felonies and misdemeanors
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Proper use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation, and reporting requirements, methods and procedures.
- Community policing philosophy and methodology. Automated safety di patch and criminal records systems.

Ability to:

- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn the location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of diverse individuals and groups in a positive, persuasive, and effective manner.

- Identify potential problems/hazards, investigate and gather pertinent and relevant data, document conclusions and observations, and present recommendations and/or findings.
- Operate a variety of routine and special law enforcement equipment such as car radio, hand guns and other firearms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule work load in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and neighborhood outreach. Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Completion of a P.O.S.T. certified Field Training Program.
- Possession of valid American Red Cross Basic First Aid and CPR Certificates ..

May require:

- Completion of additional designated P.O.S.T. certification in specialized areas of law enforcement or crime prevention pertinent to special duty assignments.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- At least one (1) year of patrol experience with a municipal or county law enforcement agency.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors, and fellow employees on a continuous basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds and occasionally lift and/or move individuals weighing more than 165 pounds. Vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good vision is defined as 20/100 in each eye correctable to 20/30. Night

vision is also required. Employees are required to be able to detect a variety of odors such as drugs, alcohol, fumes, and hazardous materials spills.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. The majority of the employee's work time may be spent driving a patrol car. Employee works in a high stress environment and is exposed to hazardous, volatile, and dangerous situations in the performance of required duties. On-going exposure to these types of environments and situations may create a high demand on an employee's physical, mental and emotional well-being. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

PUBLIC SAFETY DISPATCHER

Job Description

DEFINITION

To receive and provide the appropriate response to emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after hours public works; to perform a variety of clerical functions in support of police and City operations; to act as a resource to visitors and the general public regarding routine inquiries; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class functions at the journey level of job performance. Employees in this classification perform the full range of assigned duties in an independent manner. Employees in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the City and the Police Department. Employees in this job class are responsible for responding to a wide variety of calls and requests in an appropriate and timely manner which requires a thorough knowledge of public safety dispatch procedures and standards as well as excellent communication and interpersonal skills. Employees in this job class may also be trained in other clerical and recordkeeping functions in order to provide competent back-up and additional administrative/operational support as necessary.

SUPERVISION RECEIVED

Employees in this classification receive general supervision from the Public Safety Dispatch Supervisor within a framework of established policies and standard operating procedures.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Receives emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after-hours public works requests; collects all pertinent information, determines nature and priority of call as well as location of incident, and provides appropriate response.
- Dispatches appropriate emergency or non-emergency service response to requests for assistance; refers callers to appropriate resource as necessary.
- Greets visitors and the general public and answers telephone; provides basic and routine information, takes messages, refers inquiries to appropriate staff/resource, and follows-up to ensure the inquiry has been answered in an appropriate and timely manner.
- Maintains contact with Police Officers in the field; provides records information and responds to requests as necessary.
- Processes a variety of police documentation and forms such as arrest warrants, crime reports, release of impound vehicles, citations, fingerprint cards, and bicycle licenses; verifies accuracy, completeness, and compliance with pertinent guidelines and regulations.
- Maintains and updates specialized police recordkeeping system; files and retrieves information as necessary and upon request; enters and retrieves data from computerized law enforcement network.
- Performs a variety of clerical functions in support of both City and Police Department operations; sorts, processes, and files documentation; types/word processes records, forms, and correspondence; prepares a variety of reports, logs, and receipts; proofs and verifies data.

- Assists citizens and general public at the complaint desk by providing appropriate information and forms for completion; answering questions regarding the accessing of reports and records; receives registrations and other documents for filing and/or distribution.
- Monitors interview areas and holding cell when occupied; assists with the search and booking of suspects and prisoners as necessary and upon request.
- Prepares summary reports on public safety and departmental activities and emergency responses; maintains emergency notification data for City businesses.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted office practices, procedures, and techniques.
- Standard and accepted English usage, spelling, grammar and punctuation.
- Standard and accepted receptionist techniques and telephone etiquette.
- Designated computer software and its applications.
- Standard and accepted radio and telephone communication equipment and radio codes.
- Standard and accepted functions, procedures and practices of public safety operations including police, fire, rescue and paramedic activities.
- Basic laws, regulations and guidelines related to confidentiality issues and the release of information from law enforcement records.

Ability to:

- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn the location and configuration of the City's streets, landmarks, public areas, community facilities and schools.
- Read and write English at a sufficient level for successful job performance.
- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of diverse individuals in a positive, persuasive, and effective manner.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Utilize designated work processing, spreadsheet, database and other specialized software programs accurately and effectively.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Think clearly in a variety of emergency situations and respond in a timely and calming manner.
- Operate and utilize designated telephone communication and radio equipment and codes in an effective and timely manner.
- Perform mathematical calculations including addition, subtraction, multiplication, and division accurately.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, teletype machine, copier and calculator.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- The ability to successfully obtain a California Law Enforcement Telecommunications System (C.L.E.T.S.) Certificate within one (1) year of employment within this job class.
- The ability to successfully obtain the Emergency Medical Dispatcher Certificate within one (1) year of employment within this job class.
- The ability to successfully complete the P.O.S.T. Basic Dispatcher course within one (1) year of employment within this job class.

TRAINING AND EXPERIENCE

Any combination of education, training, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- At least one (1) year of work experience performing clerical, receptionist, or public contact duties, preferably within a police or other public safety agency.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for constant radio and telephone communications; ability to write and listen at the same time for timely recording of data; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Employee works in a high stress environment and is exposed to emergency and high demand situations in the performance of required duties. Employees may be subject to rotating shifts. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

PUBLIC SAFETY DISPATCH & RECORDS SUPERVISOR

Job Description

DEFINITION

To plan, coordinate, supervise and participate in the maintenance of the public safety/criminal records system and dispatch communications activities for the City; to supervise, train, and evaluate the work of assigned staff; to perform a variety of responsible administrative support functions for the Police Chief; to plan, direct, and supervise assigned special project areas; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class functions at the full supervisory level of job performance. This job class performs supervisory, analytical, technical and responsible administrative/secretarial work in support of the City's Police Department. Employees in this classification perform a variety of specialized and technical functions and are expected to possess in-depth knowledge of public safety dispatch, communications, and record keeping operations, standards, and procedures for a municipal public safety agency. Employees in this job class are responsible for the completion and coordination of assigned and on-going services as well as special project activities. In addition to performing the full range of duties assigned to the Public Safety Dispatchers, this job class is also responsible for supervising and training subordinate staff in all day-to-day activities as well as special projects/assignments. This job class requires excellent organizational skills, superior communications and interpersonal skills, and initiative.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision from the Police Chief within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over assigned clerical and technical employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, coordinates, supervises and participates in receiving and initiating the appropriate response to emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after-hours public works requests as well as the dispatching of appropriate emergency or non-emergency service resources to requests for assistance.
- Plans, coordinates, supervises, and participates in the maintenance and updating of the specialized police record keeping system to include the filing and retrieval of information as necessary and upon request and the entering and retrieval of data from a computerized law enforcement network.
- Performs confidential and complex secretarial and administrative duties in support of the Police Chief; initiating, coordinating, and following through on a variety of administrative and operational processes; implementing administrative details not requiring the Police Chief's attention; and representing the Police Chief's office as assigned.
- Plans, directs, coordinates, and supervises the Public Safety Dispatch work unit to include the completion of all work on a daily basis; supervising and training assigned staff in all aspects of the City's and Police Department's operational and administrative processes; and acts as the

primary resource regarding all aspects of public safety dispatch, communications, and recordkeeping activities.

- Participates in the development and implementation of relevant policies and procedures; establishes schedules and methodology for the maintenance and management of recordkeeping and communication system operations; implements and interprets the operating procedures and submits recommendations for change/modification as necessary and upon request.
- Participates in the recruitment and selection of assigned staff; monitors employee performance; prepares employee performance reviews; provides or coordinates staff training; and implements and/or initiates appropriate disciplinary procedures.
- Represents Police Chief's office; greeting and screening visitors and telephone calls to the office, providing requested information/support not requiring the Police Chief's attention; sorting and screening incoming mail, responding to requests, initiating correspondence, and disseminating to appropriate staff as necessary; accepts documents for signature and returns to requester in a timely manner.
- Researches inquiries, compiles pertinent information, and prepares reports, manuals, forms, and statistics in support of the Police Chief's office, public safety operations, and special projects as assigned.
- Coordinates activities with and provides information to other City departments, outside agencies, citizens, and the general public regarding the City's public safety services and operations as well as acting as liaison between the Police Chief and the above cited entities.
- Receives and responds to a variety of citizen's requests, concerns, and complaints regarding public safety functions and activities; gathers pertinent data, researches inquiry and initiates appropriate response/action and/or refers citizen to an alternative resource.
- Monitors interview areas and secure areas when occupied; assists with the search and booking of suspects and prisoners as necessary or upon request.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted functions, procedures and practices of public safety operations including police, fire, rescue, and paramedic activities.
- Pertinent laws, regulations and guidelines related to confidentiality issues and the release of information from law enforcement records.
- City and departmental organizational structure, ordinances, policies, and procedures. Location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Standard and accepted radio and telephone communication equipment and radio codes.
- Standard and accepted office practices, procedures, and operations.
- Standard and accepted principles and practices of business letter writing and report writing.
- Standard and accepted financial/budgetary systems and procedures.
- Standard and accepted English usage, spelling, punctuation, and grammar,
- Designated and specialized computer software programs and their applications.
- Standard and accepted record keeping practices, guidelines and retention requirements for public safety/police records.
- Standard and accepted principles and practices of supervision and training.

Ability to:

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Plan, organize, supervise, and evaluate the work of others in an effective and positive manner.
- Interview and communicate with a variety of individuals in a positive, persuasive, and effective manner.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Identify problem, gather pertinent data, analyze and evaluate alternatives, and recommend and/or initiate a solution.
- Think clearly in a variety of emergency situations and respond in a timely and calming manner.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, teletype machine, copier, and calculator.
- Operate and utilize designated telephone communication and radio equipment and codes in an effective and timely manner.
- Perform a variety of mathematical calculations including addition, subtraction, multiplication, and division as well as basic statistical analyses with speed and accuracy.
- Establish and maintain a variety of specialized and confidential recordkeeping systems effectively.
- Operate designated software programs including word processing, spreadsheets, databases, and specialized computerized network systems effectively.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSES OR CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Possession of a California Law Enforcement Telecommunications System (C.L.E.T.S.) Certificate.
- Ability to successfully obtain an Emergency Medical Dispatcher Certificate within the first year of employment in this job class.
- Ability to successfully obtain the P.O.S.T. Public Safety Dispatcher Training Certificate within the first year of employment in this job class.

TRAINING AND EXPERIENCE

Any combination of education, training, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. An Associate of Arts degree from an accredited college or university is desirable.
- Possession of an associate of arts degree with a major in police science, criminal justice, or a related is highly desirable.

Experience

- At least three (3) years of increasingly responsible criminal records and communications experience in a public safety environment to include at least one (1) year of lead or supervisory experience.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for constant radio and telephone communications; ability to write and listen at the same time for timely recording of data; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Employee works in a high stress environment and is exposed to emergency and high demand situations in the performance of required duties. Employees subject to the possibility of rotating shifts and on call work. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

SERGEANT

Job Description

DEFINITION

To supervise, train and evaluate the work of assigned police officers in the conduct of all activities; to supervise, monitor and participate in patrolling, observing, and protecting assigned areas of the City in a professional and proactive manner; to coordinate and participate in an investigation from its initiation to completion; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations, and provide outreach and support to all citizens; to perform a variety of administrative functions in support of the Police Department, the City and its citizens; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class is the first line, working supervisory classification of sworn personnel in the Police Department. Employees in this classification perform a variety of professional and technical functions and are expected to possess in-depth knowledge of police operations, standards, and procedures. Incumbents in this job class are responsible for the day to day direction and coordination of assigned shifts as well as the on-going supervision of designated Police Officers. In addition to performing the full range of duties assigned to the Police Officer, this job class is also responsible for supervising, counseling, evaluating and training subordinate staff in all day to day activities as well as special duty assignments and emergency responses. This job class requires a high degree of professional and technical knowledge and expertise as well as organizational, communication, and community policing skills.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision from the Police Lieutenant within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over assigned Police Officers and Reserve Officers as well as technical and functional supervision over shift personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supervises, oversees, and monitors all field activities during as assigned law enforcement shift
- Inspects officers and disseminates current information prior to initiating patrol activities
- Maintains discipline and ensures that all pertinent laws, regulations, and operating policies/procedures are followed.
- Supervises, monitors and participates in field activities and patrols on designated shift to conduct a variety of responsible law enforcement and crime prevention duties; responds to routine or emergency calls for assistance; controls traffic; observes all suspicious activities/persons.
- Supervises, monitors and participates in providing proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Supervises, monitors and participates in criminal investigations from initiation to the completion of investigation; prepares preliminary reports of incidents and investigations to include documentation; contacts and interviews victims, witnesses, and suspects for details; secures

statements; preserves evidence; follows-up on every facet of assigned investigation to ensure all activities and efforts are coordinated and successfully completed.

- Supervises, evaluates, counsels and trains assigned Police Officers on an on-going basis; provides input into staff development needs; acts as a resource to officers in the performance of field activities and community policing functions; assists officers in conducting the more complex investigations.
- Serves as Training Officer; schedules and coordinates P.O.S.T., outside, and in service training courses; maintains and up-dates staff training records and documentation; and prepares requisitions for course fees/per diems.
- Makes arrests and issues citations for violations of pertinent laws and ordinances within standard and accepted laws, policies, and operational regulations.
- Books, transports, and is charged with responsibility for the appropriate care and safety of detained persons
- Controls traffic; stops unsafe and/or illegal drivers; issues traffic citations; investigates causes and results of accidents; renders first aid at the accident scene; may serve at first response level to hazardous materials spills and accidents
- Assists in conducting internal affairs and background investigations and responds to citizen's complaints as assigned and on an as needed basis
- Plans, directs, coordinates, and participates in providing law enforcement and security operations for designated public/community events.
- Appears in court to present evidence and testify as to circumstances, occurrences, and the investigative process regarding designated cases; provides information, reports, and documentation to the court and its representatives in support of case development.
- Prepares a variety of administrative reports, memoranda, correspondence, and documentation; establishes and maintains files and records in a complete and confidential manner.
- Participates in maintaining order, coordinating and supporting relief efforts, responding to hazardous materials spills, and protecting citizens/general public during a variety of emergency situations.
- Assists and attends to ill and/or injured individuals who may be violent, disruptive, unmanageable, or have a communicable disease; administers first aid, CPR, or other means of assistance and care.
- Represents the City 's Police Department to the community, neighborhoods, other agencies, businesses, and the general public.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention, and traffic control.
- Standard and accepted criminal investigative techniques and methodology to include crime scene investigation, interrogation, fingerprinting and arrests.
- Pertinent federal, state, and local laws, regulations, and guidelines governing the apprehension, arrest, and custody of persons accused or suspected of committing felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.

- Proper and safe use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation, and reporting requirements, methods and procedures.
- Community policing philosophy and methodology.
- Automated safety dispatch and criminal records systems.
- Standard and accepted principles and practices of employee supervision, evaluation, and training.
- City and departmental organizational structure, ordinances, policies, and procedures.
- Location and configuration of the City 's streets, landmarks, public areas, community facilities, and schools.

Ability to:

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of individuals and groups in a positive, persuasive, and effective manner.
- Supervise and evaluate the work of others in an effective, productive and positive manner.
- Identify and analyze problem/situation in a timely and accurate manner; gather and research pertinent data/information; evaluate facts, evidence, and alternatives; and recommend appropriate course of action.
- Operate a variety of routine and special law enforcement equipment such as car radio, hand guns and other fire arms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule work load in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and neighborhood outreach.
- Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Completion of a P.O.S.T. certified Field Training Officer Program.
- Completion of the American Red Cross Basic First Aid and CPR Certificates
- Ability to successfully obtain the P.O.S.T. Intermediate Certification during the first year of employment in this job class.
- Ability to successfully obtain the P.O.S.T. Supervisory Certification during the first two (2) years of employment in this job class.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.
- Possession of an associate of arts degree with a major in police science, criminal justice, or a related field or significant coursework in law enforcement is desirable.

Experience

- At least three (3) years of work experience with a California law enforcement agency performing patrol operations and including at least one (1) year of service with the Gridley Police Department.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors, and fellow employees on a continuous basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds and occasionally lift and/or move individuals weighing more than 165 pounds. Vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good vision is defined as 20/100 in each eye correctable to 20/30. Night vision is also required. Employees are required to be able to detect a variety of odors such as drugs, alcohol, fumes, and hazardous materials spills.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. The majority of the employee's work time may be spent driving a patrol car. Employee works in a high stress environment and is exposed to hazardous, volatile, and dangerous situations in the performance of required duties. On-going exposure to these types of environments and situations may create a high demand on an employee's physical, mental and emotional well-being. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.