



THE CITY OF MONTEBELLO INVITES APPLICATIONS  
FOR THE POSITION OF:

# **POLICE LIEUTENANT**

**\$9,322—\$10,417/monthly salary range**

**Application Deadline: Thursday, October 11, 2012 by 5:30 p.m.**

Completed City application, resume, and a copy of your Intermediate P.O.S.T. Certificate or degree required. Résumés cannot be accepted without application. No postmarks or facsimiles accepted.

Classified,  
Management Position/  
Open Recruitment

### **FILING PERIOD**

Completed City application, resume, and a copy of the Intermediate P.O.S.T. Certificate or A. A. degree must be received in the Human Resources Department, Montebello City Hall, 1600 West Beverly Blvd., Montebello, CA 90640  
**by 5:30 P.M. on THURSDAY, OCTOBER 11, 2012**

### **TENTATIVE EXAM SCHEDULE**

**ORAL EXAM –  
100% total weight**

**THURSDAY,  
NOVEMBER 01, 2012**

APPLICATIONS RECEIVED AFTER THE FILING DEADLINE, INCOMPLETE OR FAXED APPLICATIONS, AND RESUMES SUBMITTED IN LIEU OF AN APPLICATION WILL NOT BE CONSIDERED.

### **SPECIAL REQUIREMENTS:**

Possession of a California Class C driver's license.

### **THE POSITION**

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to the law enforcement and crime prevention activities on an assigned patrol watch; supervises the work of the assigned police sergeant; makes patrol assignments and briefs the staff on significant problems on particular patrol beats; oversees the enforcement of laws and ordinances, preliminary investigation of crimes, and gathering of evidence; interrogates witnesses, suspects, and victims; directs the booking of suspected persons; advises and instructs police officers in their work; proceeds to scenes of serious disturbances or law violations and provides supervision and assistance in investigating and handling the situation; maintains discipline; listens to and attempts to resolve grievances; prepares formal evaluations of shift personnel; discusses arrest with arresting officer and advises as to the booking of prisoners; reviews shift reports; provides information and assessments of problems for the subsequent shift; analyzes crime reports; prepares reports and maintains a variety of records; oversees the activities of dispatchers and support personnel; oversees jail operations and activities; may represent the Police Department with community groups and organizations, as directed; performs the more complex law enforcement and crime prevention activities as needed; may supervise the operations of the investigations bureau which includes adult detectives, juvenile detectives, narcotics/vice detectives, court liaison, and identification and evidence detectives; represents assigned functions with City staff and other governmental agencies as delegated; and, other assignments as designated by the Police Chief.

### **EMPLOYMENT STANDARDS**

#### **WORK EXPERIENCE:**

Four years of experience in law enforcement including successfully completing the required probationary period for Police Sergeant.

#### **EDUCATION:**

Intermediate POST certification or graduation from an accredited two year college or university with major work in police science, administration of justice, business administration, public administration, or a closely related field.

#### **KNOWLEDGE OF:**

Modern principles, practices, and techniques of law enforcement, including patrol, crime prevention, traffic control, and investigation and identification techniques; principles of supervision and training; criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules of evidence pertaining to search and seizure, and the preservation and presentation of evidence in court; recent court decisions on the arrest and handling of suspects and prisoners; Federal, State and local codes and ordinances pertaining to juveniles and the processing of juveniles; use and care of firearms; and research methods and procedures.

#### **ABILITY TO:**

Plan, coordinate, and supervise the City's law enforcement and crime prevention activities in an assigned area; provide supervision, training, and work evaluation for staff; assist with formulating, implementing, and evaluating department policies and procedures affecting provision of law enforcement services; analyze situations quickly and direct effective courses of action; exercise restraint and judgment in emergency situations; prepare clear, concise, and comprehensive reports and presentations; research, collect, and analyze facts and evidence; interpret, explain, apply, and enforce a variety of laws, rules, and regulations; effectively represent the law enforcement functions of the Department with concerned individuals, organizations, and other governmental agencies; establish and maintain cooperative working relationships; and communicate effectively orally and in writing.

# CITY OF MONTEBELLO — POLICE LIEUTENANT

## **THE POLICE DEPARTMENT**

The Montebello Police Department is a full service organization committed to traditional values of close community involvement and the value of the individual employee. Montebello P.D. is big enough to provide variety, yet small enough to treat each employee as a person, not a number. The agency consists of 80 sworn officers and 35 civilian personnel organized into three divisions: Field Services, Investigative Services and Support Services. The Department is augmented by a 17-member Reserve Officer Corps, a Police Chaplain Corps, and an active Police Explorer Post.

The Department management team consists of the Chief of Police, 2 Captains, 6 Lieutenants, 10 Sergeants, and 2 civilian supervisors. Upward mobility is stressed, with an emphasis on promoting from within whenever possible.

The Montebello Police Department is a modern, progressive agency, which takes advantage of the rapid advancements in law enforcement technology. Using state of the art computer hardware and software, the Crime Analysis Unit provides timely information on crime trends and methods of operation. The Communications, Records, and Investigative units make extensive use of computer aided dispatching and report management systems.

The Department is committed to community service. We provide a wide variety of services including Neighborhood Watch, the Citizen's Academy and a child seat loan program. The Crime Prevention Bureau provides free security inspections to local businesses and residents, as well as bringing their "McGruff" and robot police car programs to the City's school children.

### **Special Notices**

EOE—Montebello is an equal opportunity employer. The City does not discriminate on the basis of disability. Individuals with disabilities who require accommodation in the application or testing process, may be required to provide the Human Resources Department, no later than the filing date, with documentation regarding the need for accommodation.

The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank or credit union checking/savings account that will accept the automatic deposit.

The provisions of this bulletin do not constitute a contract expressed or implied; any provisions contained in this bulletin may be modified or revoked without notice.

### **BENEFITS**

- CalPERS 3% @ 50
- City pays employee 6% of the employees' 9% contribution
- EPMC reported
- 7 medical plans available, including dental & vision coverage
- Or in lieu of coverage, \$350 per month medical incentive plan
- 30 hours bereavement leave per eligible incident
- Deferred compensation plan available
- Annual leave cash out or deferred comp conversion
- \$750/year uniform allowance
- Bilingual pay \$70/month

This position is represented by the Montebello Police Management Association

\*\* terms subject to change during contract negotiations.