



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

POLICE OFFICER – RECRUIT (CLASSIFIED) (OPEN-COMPETITIVE)

PAY: \$6,331 to \$7,931 monthly

OPENED: Thursday, September 21, 2023

FILING DEADLINE: Continuous

In addition to pay, the City of Hawthorne offers a competitive benefit package that includes: City paid medical and dental insurance and basic life insurance coverage of \$50,000, City paid leave, enrollment in the California Public Employees' Retirement System (CalPERS), education achievement and physical fitness incentive programs, tuition reimbursement; Flexible Spending Account, Deferred Compensation, and other optional benefit plans.

THE DEPARTMENT

The Hawthorne Police Department is a very active, full service agency located in the southwest area of Los Angeles County. The men and women who work for the Hawthorne Police Department can expect to be exposed to any number of special assignments and receive specialized training in a variety of areas. The Hawthorne Police Department participates in long and short-term multi-jurisdictional task force operations and enjoys a reputation as a hardworking department with strong ties to neighboring and allied agencies. *This position requires the ability to work shift work, evening hours, holidays and weekends.*

QUALIFICATIONS

High School graduation or possession of a G.E.D. Graduation from an accredited college or university is highly desired. A qualified applicant must be 20 ½ years of age at time of appointment, must meet California Peace Officer Standards and Training (P.O.S.T) U.S. citizen requirements. Must be of good moral character and free of felony convictions. Possession of a valid California Driver's License and an acceptable driving history is required upon appointment and for the duration of employment.

ABOUT THE POLICE ACADEMY: The City sponsored Academy provides training in basic criminal investigation processes and techniques; preparation of various reports; analysis of situations to make appropriate decisions under stressful situations; testify and present evidence in court, and practices and theory in criminal and civil law enforcement. A qualified candidate for the position of Police Officer Recruit position must be prepared and available to attend a full-time Basic Police Academy.

Upon completion of training and graduation from the Academy with acceptable class standing, a candidate is eligible for placement consideration in the position of sworn Police Officer with the City of Hawthorne.

While in the Academy, an incumbent must participate for successful completion in a prescribed law enforcement officer training program that includes training in report writing, laws of arrest and seizure, defensive driving, California Vehicle and Penal Codes, Officer survival, and physical fitness.

Physical Abilities & Environmental Conditions: Work is performed both in and outdoors with exposure to seasonal climate and weather conditions. Exposure to slippery surfaces, dust, dirt, and odors are conditions frequently encountered. An incumbent must constantly work with noise from traffic and police radio. Requires normal and uncorrected hearing; minimum 20/80 uncorrected vision or corrected to 10/30 to, must be free from tunnel vision or color blindness in both eyes; weight in proportion to height; and ability to speak and smell. Requires constant arm and leg movements for driving, walking, standing, and sitting for short to prolonged periods of time; safe mobility involving use of various functional body parts and extremities for bending, stooping, lifting, running, jumping, leaning, squatting, climbing, crouching, kneeling, crawling, turning, and twisting; the ability to safely push, pull, carry, and drag up to 100 pounds with or without assistance; reach above and below shoulder level; both light and firm grasping; finger dexterity to write, manipulate certain work tools or equipment, operate patrol vehicle control switches for lights, sirens, or radio, computer keyboard, and to manually check weapons or perform safety checks to maintain operational condition; foot manipulation to operate accelerator or brake pedals of a police vehicle with the right or left foot or to use the foot as an aide to control suspect's foot while patting down a suspect. The ability to feel for patting down a suspect's body to determine level of warmth to test or confirm evidence of fire or feel body for warmth or pulse. Physical abilities of the position may expose an incumbent to blood, bodily fluids, or communicable diseases.

SELECTION TESTING

The testing process consists of three components: Written Examination (multiple choice test); Physical Agility test; and an Oral Interview. The written and physical agility tests are scored on a Pass/Fail basis. An applicant must successfully complete each phase of testing to advance in the selection process. Applicants will be notified of examination dates either by phone or email contact.

Any applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the Human Resources Office at (310) 349-2950 at least 72 hours in advance of the need for accommodation.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position. The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment. Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All applications will be reviewed and evaluated based on information submitted at the time of filing to determine the level and scope of the applicant's preparation for the position. All information provided is subject to verification. An incomplete or illegible application may be rejected from consideration.

For appointment consideration, those candidates who successfully complete the selection process will be listed on an Eligible List. Note: For Veterans Preference, proof of honorable discharge (copy of DD214) must be submitted at the time of filing the City required employment application.

Prior to a conditional offer of employment, a comprehensive background investigation, including a polygraph exam and fingerprinting will be conducted. A psychological assessment will be scheduled following the completion of the background investigation (with acceptable results). Upon the issuance of a conditional offer of employment, a job-related pre-placement medical exam with the City's industrial medical provider is required and will include a drug screen.

Note: Pursuant to the City of Hawthorne Municipal Code 2.44.076 Applicants failing any portion of the continuous recruitment selection exam process shall be ineligible to reexamine for one hundred eighty days. **Following that period, an applicant may re-apply for consideration during an open/competitive recruitment for the position.**

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