

RESOLUTION NO. 554

CALLING EXAMINATIONS FOR ELIGIBLE LIST IN THE DEPARTMENT OF POLICE IN THE CLASSIFIED SERVICE OF THE TOWN OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244 OF THE TOWN OF SAN ANSELMO.

WHEREAS, there is not a sufficient eligible list of qualified applicants for the Department of Police in the Classified Service of the Town of San Anselmo, and

WHEREAS, public interest, convenience and necessity requires that such a list should be established,

NOW THEREFORE BE IT RESOLVED, by the City Council of the Town of San Anselmo, that examinations to create an eligible list for the Department of Police in the Classified Service of the Town of San Anselmo shall be held in accordance with the following "NOTICE OF CIVIL SERVICE EXAMINATIONS", attached hereto and made a part hereof, and

BE IT FURTHER RESOLVED, that J. B. Hannigan, be and is hereby declared to be, the Special Examiner to conduct all written tests in such examinations, and that Andrew Peri and Howard Clark be and are hereby declared to be, the Special Examiners to conduct the physical agility tests in such examinations, and that Frank Kelly and Howard Clark, be and are hereby declared to be the Special Examiners to conduct the Oral Tests in such examinations, and

BE IT FURTHER RESOLVED, that should any of the Special Examiners named herein be unable to serve on the dates of the examinations that the Personnel Clerk of the Town of San Anselmo, be and is hereby directed to secure qualified persons to replace them.

Mayor, Town of San Anselmo.

I HEREBY CERTIFY, that the foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the Town of San Anselmo, held on the 13th day of February 1952, by the following vote:

AYES: Councilmen: *Hanner, Cahn, O'Mara, Smith, Booth*
NOES: Councilmen:
ABSENT: Councilmen:

Meredith S. ...

City Clerk.

NOTICE OF CIVIL SERVICE EXAMINATIONS

NOTICE IS HEREBY GIVEN, that on March 8, 1952, the Town of San Anselmo will conduct examinations for eligible list for the Department of Police in the Classified Service of the Town of San Anselmo as provided for in Ordinance No. 244 of said Town, as follows, to wit:

PATROLMAN, FULL TIME, CLASSIFICATION 18, RANGE "C", STARTING SALARY \$297.00 per month.

DUTIES: Under the supervision and direction of the Chief of Police and other administrative officers, to act as motorcycle patrol officer, radio car patrolman, to direct traffic, make preliminary investigations, serve as desk officer; to patrol assigned districts on foot, by motorcycle or radio patrol car; answer emergency calls and investigations; to make arrests for traffic violations and other laws and ordinances; to direct traffic and straighten out traffic congestions; to assist motorists having trouble on the streets and highways and to clear streets and highways of obstructions; to investigate accidents and criminal cases; to make full and complete check on investigative information regarding complaints and cases; to make out reports on investigations and arrests; to check for prior record of suspects; to interview suspects, prisoners and victims of crimes and accidents; to apprehend law breakers and guard and transport prisoners; to prepare cases for prosecution and to testify in court; to serve warrants, processes and file reports; to keep logs and records of complaints, arrests and cases, and to perform such other related duties as may be required.

QUALIFICATION REQUIREMENTS: Examinations are open to all male applicants who are strong, active, physically sound, in good health, of good appearance, character and habits, between the ages of 21 years to 35 years at the time of filing application and who possess a minimum height of 5 feet 9 inches, stocking feet, with weight in proportion to height, and who are citizens of the United States of America and residents of the County of Marin for a continuous period of one year immediately prior to the date of filing application and who are graduates of an accredited High School or equivalent education, (Diploma or evidence of education requirement must be produced at the time of filing application), and who are not disqualified by the requirements set forth in Rule IV of the Civil Service Rules and Regulations, (These requirements chiefly pertain to the applicant's mental, moral and physical nature and his previous behavior and conduct).

SAID EXAMINATIONS WILL BE HELD, in San Anselmo, California, in several parts; the first part of such examinations to be held at 10:00 A. M. March 8, 1952, the second part of such examinations to be held at 1:00 P. M. the same date and the third part at a time to be announced later, and shall consist of the following parts and subjects, with the weight of each part or subject, if any, set forth, as follows, to wit:

PART 1. Applicants must satisfactorily pass physical and agility tests.

PART 2. Written tests to test the ability and understanding of the following subjects: Ability to understand, remember and follow oral instructions. Observation and memory. Aptitude for police work and judgment and ability to understand written instructions, Weight 70

PART 3 Oral tests, examination and interview Weight 30
Total Weights 100

Passing grade of 70% is required in each part of the examinations.

Veterans of World War 2 receive a credit of 5 Weights. Applications for the above examinations must be in writing and filed with the Personnel Clerk in the City Hall, San Anselmo, California, on or before 5:00 P. M., February 29, 1952



City Clerk