

RESOLUTION 721

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

* * *

WHEREAS, there is no eligible list of qualified applicants for the position of Chief of Police, in the Department of Police in the Classified Service of the City 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 City of San Anselmo, that examinations to create eligible list for the position of Chief of Police, in the Department of Police, in the Classified Service of the City of San Anselmo, shall be held in accordance with the following "NOTICE OF CIVIL SERVICE EXAMINATIONS".

"NOTICE OF CIVIL SERVICE EXAMINATIONS" attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that the State Cooperative Personnel Services be, and is, hereby declared to be the Special Examiner to conduct all written and oral tests in such examination.

Anita Gannon
Anita Gannon, City Clerk

I hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the San Anselmo City Council held at the City Hall, San Anselmo, held on the 20th day of August, 1957.

AYES: COUNCILMEN Ball, Martin, Bullen
NOES: COUNCILMEN Benning, Smith
ABSENT: " none

Anita Gannon
Anita Gannon, City Clerk

NOTICE OF CIVIL SERVICE EXAMINATION

NOTICE IS HEREBY GIVEN that on November 9, 1957, the City of San Anselmo will conduct an examination to establish an eligible list for the position of Chief of Police, in the Department of Police, in the Classified Service of the City of San Anselmo, as provided for in Ordinance No. 244 of the City of San Anselmo, as follows, to wit:

CHIEF OF POLICE, FULL-TIME, MINIMUM STARTING SALARY
\$556.00 PER MONTH, MAXIMUM SALARY SUBJECT TO SALARY
SURVEY BEING CONDUCTED.

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 ages 35 years and 50 years at the time of filing application, and who are citizens of the United States of America, residents of the State of California for a continuous period of one year immediately prior to the date of filing application, and who possess an education equivalent to completion of the twelfth grade, who are not disqualified by the requirements set forth in Rule IV of the Rules and Regulations (these requirements pertain chiefly to the applicant's mental, moral and physical nature and to his previous behavior and conduct), and who possess the following law enforcement experience:

Six years of recent experience in police work, including at least three years in a responsible capacity. (Education at a recognized college or university with a major in Police Science may be substituted for up to three years of non-supervisory experience on a year-for-year basis.)

(Special Law Enforcement training courses will be considered for equivalency of twelfth grade.)

DUTIES: Under administrative direction, to plan, organize and direct the activities of the Police Department in law enforcement and the prevention of crime, and to do related work as required.

Plans, organizes, assigns, directs and coordinates the activities of Police Department personnel including reserve police in preserving order, protecting life and property, and enforcing laws and municipal ordinances; directs and assists with investigation and interrogation work where major crimes, accidents, and other unusual incidents are involved; supervises preparation of criminal complaints and reports to the District Attorney.

Recommends employment, promotion, demotion, or discharge of staff; evaluates employee performance, formulates a program of in-service training, and sees that the program is carried out; formulates rules, procedures and policies and sees that they are enforced; investigates personnel problems, taking disciplinary or other action as necessary; directs record-keeping activities and the preparation of reports; composes and reviews correspondence; formulates an annual budget and controls budget expenditures; recommends purchase of equipment and supplies; provides City officials with periodic reports, showing the number of types of arrests and other data as required; submits reports and information to State and Federal authorities and to other law enforcement agencies.

Attends county, area, and State police conferences and meetings, obtaining information on and cooperation in law enforcement and crime prevention work; establishes and maintains cooperative

Office of Civil Service Examination - CHIEF OF POLICE (Cont'd.)

working relationships with peace officers in other law enforcement agencies. Meets the public and deals with various officials and citizens in furthering the public relations program of the department.

SAID EXAMINATIONS WILL BE HELD AT THE CITY HALL on November 9, 1957, and will consist of the following parts and subjects, with weight of each part or subject, if any, set forth, as follows, to wit:

Part 1. Written tests to determine fitness, based upon the following subjects:

General knowledge, aptitude,
law enforcement procedures;
Observation and memory, administrative ability and judgment.

Net or raw score Weight 60
Seniority and experience Weight 15

Part 2. Oral examination and interview
. Weight 25
Total Weight 100

Veterans receive a credit of 5 weights additional.

A passing grade of 70% is required in each part of the examination.

Applicants must pass a physical examination and be fingerprinted before appointment.

APPLICATIONS FOR THE ABOVE EXAMINATION MUST BE WRITTEN AND FILED WITH THE CALIFORNIA STATE COOPERATIVE PERSONNEL SERVICES, SAC-RAMENTO, CALIFORNIA, ON OR BEFORE 5:00 O'CLOCK P.M. OCTOBER 16, 1957.

Anita Gannon
Anita Gannon, City Clerk