



The Town of Tiburon Invites Applications for the Position of a

**POLICE OFFICER**  
**(Lateral/ Academy Graduate)**

Salary: \$7,540- \$9,165 Monthly

Plus an excellent benefits package

OPEN UNTIL FILLED

*The Town of Tiburon embraces a diverse and inclusive work culture and encourage all applicants regardless of age, race, gender, religion, national origin and sexual orientation. We believe one of our greatest strengths as an organization is the diversity of our people.*

**APPLY NOW!**

**TOGETHER  
WE CAN MAKE  
A DIFFERENCE**

# THE TOWN OF TIBURON

Tiburon is located just a few miles north of the Golden Gate Bridge in southern Marin County. The exceptional views of Angel Island, Mount Tamalpais, the Golden Gate Bridge, San Francisco and its bay, high quality of schools, serene lifestyle, low crime levels, and high level of public services are among the predominate reasons why 9,100 residents call Tiburon home. Tiburon is one of the most desirable places to live within Marin County, which itself is one of the most desired locales in the nation.

The Golden Gate Ferry and Blue & Gold Fleet Ferry provide daily commute service to San Francisco and points beyond. The ferries also bring visitors to Tiburon to take advantage of its restaurants, recreational amenities, unique shopping, and annual events. Tiburon is the launching point for Angel Island, a California State Park, which is located within the town limits.

## THE DEPARTMENT

The Tiburon Police Department consists of the Chief of Police, 4 patrol Sergeants, 8 patrol Officers, an Emergency and Administrative Services Coordinator and three Police Service Aides. The department is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of our individual differences, life experiences, knowledge, innovation, self-expression, and talent represent not only part of our culture, but our reputation. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.



## THE POSITION

The Tiburon Police Department is currently seeking a professionally skilled, self-motivated, passionate, innovative Police Officer Lateral and/or Academy Graduate to apply. The selected candidate will welcome challenges, contribute innovative ideas for the overall development of the Department and the Community.

The Police Officer Lateral/ Academy Graduate is responsible to perform law enforcement and crime prevention work; and enforce State and local laws and traffic regulations. The successful candidate will perform investigative work and participate in and provide support and assistance to special department crime prevention and enforcement programs.

**IDEAL CANDIDATE:** The ideal candidate will:

- Exercise sound judgment, discretion, impartiality, and professionalism to members of the Town Council, member agencies, franchisors, stakeholders, and the community.
- Be collaborative, inclusive, and encouraging as a leader and a mentor, expecting high standards of performance.
- Develop and maintain cooperative working partnerships and relationships with staff, colleagues, trade organizations, community groups, and member agency representatives.



## PHILOSOPHY OF THE CHIEF OF POLICE:

Tiburon's first female Chief of Police Michelle L. Jean embraces a diverse and an inclusive work environment that promotes family and wellbeing, values teamwork, and stays connected to our community. Recognizing and rewarding creativity, innovation, collaboration, accountability, and mutual respect. Most importantly, taking pride in our profession and the integral role we play in the community.





## EXAMPLE OF DUTIES

*Depending upon assignment, duties may include, but are not limited to, the following:*

- As a Patrol Officer, to patrol Town in radio-equipped car; answer calls for the protection of life and property, and the enforcement of local and State laws; conduct both preliminary and follow-up investigations related to vehicle accidents, and criminal incidents.
- Respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routine and unusual traffic conditions; assist and advise motorist and enforce traffic safety laws.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Prepare reports of arrests made, activities performed and unusual incidents observed.
- Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Check buildings for physical security.
- Search, fingerprint and transport prisoners.
- Direct traffic at fire, special events and other emergency or congested situations.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
- Assist in the performance of special investigative and crime prevention duties as required.
- Prepare investigative reports and case information, provide evidence and testimony in court.
- Answer questions from the public concerning local and State laws, procedures and activities of the Department.
- Interview victims, complainants, witnesses and suspects.
- Collect, preserve and maintain evidence and property found that is involved with suspected crimes.
- Serve warrants and subpoenas.
- Develop and maintain good relationships with the public.
- Performs other duties as assigned.



## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to the completion of the twelfth (12th) grade. Preferably supplemented by college-level law enforcement related coursework.

**Experience:** Presently employed by a California law enforcement agency as a peace officer or a graduate of a California POST Police Academy.

**License and Certifications:** Possession of a Possession of a Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

### Other Requirements:

- Must be at least 21 years of age and be a U.S. citizen.
- Possession of a valid California Drivers License is required upon appointment.
- Vision and hearing are commensurate with job requirements.
- Must be free any of any felony convictions
- Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship (Government Code Para. 1031).
- Must meet all Department medical, physical and psychological standards.
- Must have good moral character, judgment, initiative, emotional stability, and good written and verbal communication skills. The applicant must also be free from any physical, emotional, or mental condition which would adversely affect job performance.

## COMPENSATION & BENEFITS

**Salary Range:** The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range \$7,540 - \$9,165 Monthly.

**Retirement:** "Classic Members" - CalPERS 3% @ 55 for employees currently enrolled in a reciprocal or CalPERS classic retirement plan. Employee pays the 9% employee contribution and 3% of the employer's share contribution. "New Members" - CalPERS 2.7% @ 57 for employees new to CalPERS or with a six month or longer break in a CalPERS or reciprocal retirement plan. Employee pays at least 50% of the Normal Cost of the Plan as calculated annually by CalPERS.

**Vacation & Sick Leave:** Accrue 1 day per month. Vacation accrual rate increases after 5 years. Eligible candidates may be placed in an advanced vacation tier in recognition of prior public service.

**Alternative Scheduling:** 3/12 Plan

**Holidays:** 12 paid holidays per year.

**Medical:** Town contributes up to the Kaiser two-party rate towards medical insurance for employee and any dependents. Employees have the opportunity to select from a variety of health plans that are administered through CalPERS.

**Dental:** Town pays up to family plan Delta Dental policy.

**Life Insurance:** Town pays premium for \$25,000 term life insurance policy.

**Longevity Pay:** 5 years of service \$155

10 years of service \$190

15 years of service \$235

20 years of service \$285

**Certificate Pay:** POST Intermediate Certificate/Assoc of Arts/Science Degree \$245

POST Advanced Certificate/Bachelor of Arts/Science Degree \$375

POST Supervisory Certificate/Master of Arts/Science Degree \$375

**Differential Pay:** \$300/month

**Bilingual Pay:** \$150/month

**Uniforms/Safety Equipment:** Provided by the Town.

**Long Term Disability:** Employee pays premium for C.L.E.A. LTD plan.



## HOW TO APPLY

Qualified candidates are invited to apply by submitting a completed application, resume and a copy of Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is required in submitting your application . Please follow this link to [APPLY NOW!](#)

Resumes do not substitute for the Town application. Each candidate's application will be evaluated on the basis of information submitted. **A copy of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is required.** Only the most qualified candidates will be invited to the next phase in the selection process. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise HR at (707) 490-0563.

**Successful candidates will be required to undergo a standard Police background investigation including, polygraph exam, psychological evaluation, and complete physical exam with drug screening.**

**This position is OPEN UNTIL FILLED**

Additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).

Recruitment Services Provided by:



**THE TOWN OF TIBURON IS AN EQUAL OPPORTUNITY EMPLOYER**