

RESOLUTION NO. ~~57~~

X

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 no 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".

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

BE IT FURTHER RESOLVED, that ^{Mr. John Wadlewski} John Wadlewski, be and is hereby declared to be, the Special Examiner to conduct all written tests in such examination, and that Howard Clark and Frank Kelly, be and are hereby declared to be, the Special Examiners to conduct the physical agility tests in such examinations.

10 a.m.
Nov 13th 1952

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 on the 6 14th day of October 1952 by the following vote:

- AYES: COUNCILMEN: Hannigan, Smith, Parmelee, Skinner + Cudworth
- NOES: COUNCILMEN:
- ABSENT: none

Anita Gannon
Anita Gannon, City Clerk

NOTICE OF CIVIL SERVICE EXAMINATIONS

NOTICE IS HEREBY GIVEN, that on December 13th 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 #244 of the Town of San Anselmo, as follows, to wit:

PATROLMAN, FULL TIME, CLASSIFICATION 19, RANGE C, STARTING SALARY \$311.00 per month.

DUTIES: Under the supervision and direction of the Chief of Police and other administrative officers, to act as motorcycle officer, radio car patrolman, traffic patrolman, traffic director, investigator or desk officer; to patrol assigned districts on foot, or by motorcycle or radio patrol car, answer emergency calls and make preliminary investigations; to make arrests for traffic violations; 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 checks on investigative information regarding complaints and cases; to make out reports on investigations and arrests; to check for prior records of suspects; to interview suspects, prisoners and victims of crimes and accidents; to apprehend lawbreakers 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 educational requirement must be produced at time of filing application), and who are not disqualified by the requirements set forth in Rule IV of the Rules and Regulations. (these requirements chiefly pertain to the applicant's mental, moral, and physical nature and to his previous behavior and conduct).

SAID EXAMINATIONS WILL BE HELD at the City Hall on December 13th 1952 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. Applicants must satisfactorily pass physical and agility tests.
- Part 2. Written tests to test the ability and understanding to the following subject:

Ability to understand, remember, and follow oral instructions. Observation and memory. Aptitude for police work and judgement and ability to understand written instructions.....

.....Weight.....	70
Part 3. Oral Examination & Interview.....	30
Total Weights	<u>100</u>

Before appointment applicants must pass physical examination. Passing grade of 70% is required in each part of the examination.

Veterans of World War II 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 on or before Dec 1st 1952.

Anita Gannon
Anita Gannon, City Clerk