

RESERVE POLICE OFFICER LEVEL I
PART TIME, TEMPORARY

DEFINITION

To augment full time Police Officers by performing a variety of duties related to law enforcement and crime prevention work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory staff; may receive technical and functional supervision from an assigned Field Training Officer, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES –

Patrol an assigned area to preserve law and order, prevent, identify and investigate crimes, and enforce laws, regulations, and ordinances.

Actively enforce traffic laws through observation, use of radar, traffic checkpoints, DUI suspicion stops, special event/parade/street closures and/or responding to emergency situations, investigate traffic accidents, as appropriate.

Investigate crimes against persons and property; interview victims and witnesses, search for, collect, evaluate, and secure property and evidence; make arrests; prepare and maintain investigative case records.

Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public to promote and participate in proactive policing, including but not limited to, warrant service, investigative traffic stops, consent searches, probation searches, parole searches, and the conduct of field interviews.

Attend, participate and represent the department at a variety of community, public and school events, building and maintaining relationships with the citizens of the City.

Provide testimony in court related to assigned duties.

Perform duties related to operational and/or administrative assignments such as canine unit, youth activities, police certification and standards.

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Build and maintain positive working relationships with co-workers, other City employees, other law enforcement agencies and the public using principles of good customer service; practice community oriented policing strategies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Principles and practices of law enforcement organization, methods and techniques.

Pertinent local, State, and federal rules, regulations and laws.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, and computer hardware and software.

Report writing techniques.

Ability to:

On a continuous basis, know and understand all aspects of a Reserve Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Analyze situations quickly and objectively; determine and take emergency action as required.

Learn to operate a computer as necessary to perform job duties.

Understand and carry out written and oral directions.

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Interpret and apply City law enforcement policies and procedures including Police Department policy manual, and related state and federal laws.

Maintain accurate and up-to-date records and reports.

Deal tactfully with customers.

Work outdoors in a variety of weather conditions

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

None required.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or other high school equivalency test approved by the California Department of Education or a higher level degree an accredited educational institution.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a valid certificate of completion from a California P.O.S.T. basic academy or a California P.O.S.T. Level I Reserve Officer certificate.

Necessary Special Requirement

Must be 21 years of age or older by date of appointment.

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Employees must be tobacco free and cannot use tobacco products on or off duty.

08-26-23

06-11-19

04-22-15

07-12-09

01-14-04 Reserve Police Officer I