

RESERVE POLICE OFFICER

DEFINITION

Under general supervision, perform law enforcement and crime prevention work, enforce Federal, State and local laws, practice community policing principles by utilizing the problem solving process, respond to calls for the protection of life and property and perform other related work as assigned.

CLASS CHARACTERISTICS

This is the volunteer police officer classification in the professional police series requiring sworn peace officer status. This classification is distinguished from Police Officer, which is a paid, full-time, position. The Reserve Police Officer position has three levels, I, II and III, with Level I being the highest position that allows the Officer to work solo patrol. Levels II and III must ride with a full-time, paid Police Officer.

EXAMPLES OF DUTIES

- Patrols an assigned area by car, bicycle, or on foot to observe, investigate, and report suspicious and hazardous conditions; and apprehends and arrests law violators.
- Responds to routine and emergency calls for protection of persons and property, and enforces City ordinances and State and Federal laws.
- Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; and completes case reports.
- Takes charge of juveniles and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing persons cases and works with community organizations and governmental agencies in delinquencies and delinquency control programs.
- Directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws; and issues citations.
- Appears in court to present evidence and testimony in connection with criminal prosecution.
- Searches, guards, transports, and assists in the booking and custodial care of prisoners. Serves writs, warrants, subpoenas, and other legal documents.
- May be assigned to assist in conducting special studies of crime prevention, traffic control, or other Police Department problems.
- Has thorough knowledge of the community policing principles and regularly practice problem solving strategies to reduce calls for service and resolve problems.

- Attends community meetings and special events when assigned.
- May perform the role of School Resource Officer.

Important:

- Uses standard office equipment, including a personal or on-line computer in the course of the work; drives a City or personal vehicle regularly to accomplish job responsibilities.

QUALIFICATIONS

Knowledge of:

Principles, practices, techniques and equipment used in law enforcement, patrol, crime scene investigation, pursuit and apprehension of suspects, and arrest and custody of prisoner.
Investigation and identification techniques and equipment.
Laws, codes, regulations and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
Safety practices and precautions pertaining to the work, including the safe use and proper care of firearms.
First aid methods and procedures.
Computer applications related to work.

Skill in:

Assessing emergency circumstances and developing, implementing and directing appropriate response strategies.
Functioning effectively in stressful or emergency environments.
Observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
Making rapid sound independent judgments within legal and procedural guidelines.
Maintaining accurate records and preparing clear and concise reports and other written materials.
Exercising independent judgment within general policy guidelines.
Establishing and maintaining effective working relationships with those encountered in the course of the work.
Demonstrating good communication skills.

Licenses and Certifications:

Must possess a valid California motor vehicle operator's license. Current certification in CPR and first aid is desirable. Must possess a minimum of a Level III certification.

Working Conditions:

Must be willing to work evening, night, weekend and holiday shifts. May be subject to call-

out.

Physical Demands:

Duties require sufficient mobility to work in a normal office setting, to use standard office equipment and to inspect and investigate criminal activities as required; plus vision, hearing and speech sufficient to satisfy P.O.S.T. requirements.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from high school or possession of General Education Development Certificate (GED). Possession of an AA/AS degree or higher is highly desirable. Experience: Any employment experience of a length to demonstrate good work habits.