

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: RESERVE POLICE OFFICER I - III
DEPARTMENT: PUBLIC SAFETY – POLICE DIVISION
REPORTS TO: POLICE SERGEANT

JOB SUMMARY:

Under general supervision, performs field and/or administrative police work in order to protect life and property by detecting and preventing the commission of crimes and enforcing laws and ordinances; may work in various special assignments as required; performs other related duties.

DISTINGUISHING CHARACTERISTICS:

The following classifications of Reserve Police Officer are distinguished by the required level of California POST academy training and experience. The classifications are further distinguished by allowable duties, in accordance with POST regulations.

Level I Reserve Police Officer:

Training Requirements:

Completion of a California POST Certified Basic Academy and completion of the department's Field Training Program.

Assignment Requirements:

Level I Reserve Police Officers must complete 16 hours of department recognized service per month. At least eight of those hours must be performed in patrol operations. Level I Reserve Police Officers may be certified to work a patrol car alone.

Other Requirements:

Level I Reserve Police Officers must complete 24-hours of POST Continued Professional Training (CPT) every 2 years, remain current in First Aid/CPR, must participate in firearms training, and scheduled meetings.

Level II Reserve Police Officer:

Training Requirements:

Completion of a California POST Certified Level II Academy (Module B).

Assignment Requirements:

Level II Reserve Police Officers must complete 16 hours of department recognized service per month. At least eight of those hours must be performed in patrol operations. Level II Reserve Officers may work any assignment under direct supervision. Level II Reserve Police Officers may perform all duties of a Police Officer I-III, except that those duties will always be under supervision of a POST certified Police Officer.

JOB TITLE: RESERVE POLICE OFFICER I-III

Other Requirements:

Level II Reserve Police Officers must complete 24-hours of Post Continued Professional Training (CPT) every 2 years. Level II Reserve Officers must participate in firearms training and attend scheduled meetings. They are encouraged to participate in other training opportunities.

Level III Reserve Police Officer:

Training Requirements:

Completion of a California POST Certified Level III Academy (Module A).

Assignment Requirements:

Level III Reserve Police Officers must complete 16 hours of department recognized service per month, which can include a variety of assignments for which training has been completed, however they may not perform general patrol duties. Level III Police Reserve Officers may work special events and special assignments.

Other Requirements:

Level III Reserve Police Officers must participate in firearms training and attend scheduled meetings. They are encouraged to participate in other training opportunities.

SUPERVISION RECEIVED/EXERCISED:

All Level I duties are performed under the supervision of the Police Sergeant who reports to the Chief of Police. All Level II-III duties are performed under the supervision of a POST certified Police Officer who reports to the Police Sergeant who reports to the Chief of Police. Reserve Police Officers I-III do not perform any supervision of any classification.

ESSENTIAL FUNCTIONS STATEMENT:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for the classifications of Level I & II Reserve Police Officers. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

- Confront problems and enforce laws professionally and within established guidelines
- Patrol assigned areas by car, foot, or all-terrain vehicle
- Conduct initial and follow-up investigations
- Traffic enforcement; stop drivers operating vehicles under violations of the law; warn drivers against illegal practices; issue citations; make arrests for traffic violations
- Operate a vehicle safely under varied and sometimes difficult conditions, including emergencies
- Examine and control crime scenes of all types; provide effective traffic control and management of traffic accident scenes; write traffic accident reports and draw related diagrams

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- Respond to calls regarding burglaries, robberies, homicides, suicides, thefts, domestic violence, and other violations of law; take appropriate action as prescribed by law and departmental policy
- Respond to fires, accidents or emergency situations, keep bystanders out of danger, safeguard property and render first-aid and/or cardiopulmonary resuscitation to the ill or injured in compliance with departmental training and standards
- Maintain composure and take appropriate action during emergency or tense situations; physically control individuals, if necessary, with the reasonable use of force prescribed by law and departmental policy
- Meet qualification standards in the discharge of firearms; proper care, handling and maintenance of firearms and other protective and restraint equipment
- Practice and emphasize the principles of Community Oriented Policing; participate in community policing efforts and problem-solving projects; conduct a thorough analysis of problems in assigned areas to identify root causes of crime and apply problem-solving principles
- Work with the community and other District departments to address crime, reduce fear and improve police-community relations
- Organize or assist in the organization of community meetings aimed at solving specific problems or improving community living standards
- Recognize visible signs of disorder which often lead to neighborhood deterioration and take positive action to improve the situation through coordination of actions with investigators and other officers, as well as community groups and individuals
- Conduct parolee and probationary checks
- Serve warrants
- Testify in court in connection with the prosecution of offenders; coordinate with the Office of the District Attorney
- Perform Code Enforcement activities
- Search for wanted or missing persons and lost children
- Provide information and assistance to the general public; promote the vision and goals of the organization
- Provide ethical leadership and uphold ethical standards
- Act courteously toward others and take directions from supervisors, while maintaining good working relationships with other members of the Department and District
- Work extended and irregular hours as required; maintain availability for on-call status
- Complete scheduled assignments in a quality manner and on time; provide dependable service to the community
- Communicate effectively orally and in writing; prepare extensive and complex reports, which may be used as a basis for potential prosecutions in court; use of police radio in a professional and courteous manner
- Other duties as assigned

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EDUCATION, EXPERIENCE & TRAINING:

Minimum qualification for this classification include:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam; college course work in police science, criminal justice, or a related field is preferred but not required.

Experience:

Completion of the required level of a POST certified training academy.

License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Special Requirements:

Must be 21 years of age as of the date of hire.

Must meet citizenship requirements per California Government Code Section 1031 & 1031.5.

Must be of good moral character with no felony convictions.

Must successfully complete background investigation.

KNOWLEDGE & ABILITIES:

Knowledge of:

- Local, state, and federal laws, codes and ordinances
- Police methods and procedures including patrol, crime prevention, traffic control, and investigation
- Laws governing the apprehension, arrest, and custody of persons accused of felonies and misdemeanors
- Rules of evidence pertaining to search and seizure and preservation
- Operation of police equipment and tools including firearms
- Report preparation and writing; proper documentation
- Court rules and procedures
- Methods and techniques of crowd control
- Occupational hazards and safety practices
- First aid principles, practices and techniques
- Proper English usage, spelling and grammar
- Applicable computer hardware and software, including but not limited to report preparation, evidence booking and data retrieval
- Geography of the area assigned

Ability to:

- Work rotating shifts, overtime, nights, weekends, holidays, and emergency call-outs; maintain availability for on-call status
- Perform a wide range of law enforcement assignments
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action
- Think clearly, act quickly and communicate concisely in emergency situations

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- Disassemble, clean, maintain, load and discharge a firearm; use and care of other police equipment
- Relate to the public in a fair, tactful and courteous manner; put people at ease to gain their confidence and cooperation
- Diffuse high stress situations; deal effectively with people in different emotional states or those suffering from mental illness
- Control violent people and effect arrests
- Exercise tact, self-restraint, judgement and strategy when dealing with a variety of people, including members of the public, co-workers and representatives of other agencies
- Read and interpret complex technical documents such as laws, codes, ordinances, court decisions, general and special orders, memorandums and training bulletins.
- Work effectively and independently in the absence of supervision
- Understand and follow oral and written instructions
- Accept correction and constructive criticism and apply it to performance
- Communicate clearly and concisely, both orally and in writing
- Observe and recognize people, vehicles, activities, street signs and environmental conditions from a reasonable distance during day and night
- Carry, lift, and run after suspects or victims
- Maintain physical condition necessary for the performance of assigned duties and responsibilities

PHYSICAL DEMANDS:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical demands may include: maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking; operating a motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; applying sufficient force (using body, hands, legs, feet) to control/restrain an individual or gain entry into a structure; walking/running at varying speeds for varying distances and periods of time; crawling in, around, over or under various structures; operating motorized vehicles; lifting, pushing, and pulling 165 pounds. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: While performing the duties of this job, the employee may work in a temperature controlled office environment or outdoors for extended periods of time regardless of temperatures or weather conditions. Emergency environment; travel from site to site; exposure to potentially hostile and dangerous conditions; exposure to noise, traffic, dust, chemicals, hazardous materials, smoke, fumes, fire, blood, bodily fluids, and communicable diseases; working under pressure of emergency conditions and highly emotional and stressful situations; working rotating shifts, overtime, nights, weekends, holidays, and emergency call-outs; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

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DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.