



EMPLOYMENT OPPORTUNITY

Reserve Police Officer

(Police Department)

Salary: Volunteer / Non-paid position

Filing Deadline: Continuous Filing

*The City of El Centro is seeking to fill a vacant part time position of Reserve Police Officer in the City of El Centro Police Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above. * A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; www.cityofelcentro.org*

POSITION SUMMARY:

- Level III reserve officers may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a Level I reserve officer or a full-time regular officer. Additionally, Level III reserves officers may transport prisoners without immediate supervision.
- Level II reserve officers may perform general law enforcement assignments while under the immediate supervision of a peace officer who possesses a Basic Post Certificate. Duties comprise of patrolling assigned areas, responding to calls or observed violations, and enforcing public safety and traffic laws, regulating city ordinances; performing crime prevention and investigative work to protect life and property; testifying in court hearings; assisting other officers and performing special detail work as needed; performing related responsibilities as required. Additionally, Level II reserve officers may transport prisoners without immediate supervision.
- Level I reserve officer may work alone and perform the same duties as full-time regular officers upon completion of a POST certified FTO program.

DISTINGUISHING CHARACTERISTICS: Receives supervision from the Reserve Coordinator and/or the designee.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Patrols assigned district by automobile, motorcycle, and bicycle or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
- Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents;
- Collects and preserves, and transports physical evidence.
- Notes and reports traffic problems, abandoned or damaged vehicles and other safety hazards.
- Issues verbal warnings or written citations for parking or moving violations.
- Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures and special events.

- Investigates, interviews witnesses, and prepares crime, incident, traffic collision, drug influence, missing person, and suspicious person reports; prepares special reports as assigned.
- Restores order and maintains peace at public gatherings or in conflict situations.
- Observes and reports conditions conducive to crime activity.
- Provides general information and assistance to the public.
- Identifies, pursues, apprehends, makes arrests, advises of rights, searches, and transports suspects.
- Appears in Court to testify regarding arrests or other law enforcement activity and case evidence.
- Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.
- Participates in community awareness programs as information program to inform citizens of police functions, and crime prevention techniques.
- Processes and serves warrants.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED:

- All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment:
 - Successfully pass a POST background security investigation, meet City standards and successfully pass a pre-employment physical examination, polygraph examination, and medical examination, as a condition of employment.
- Before appointment to the Police Reserve Unit:
 - Level III applicants must have completed Modules III of the Regular Basic Course or higher.
 - Level II applicants must have completed Modules III and II, of the Regular Basic Course or higher.
 - Level I applicants must complete the Regular Basic Course or have completed Modules III, II, and I and successfully graduate from a POST Level I-III academy.
- Possess a valid Class C California driver's license and provide evidence of an acceptable driving record.

Special Requirements:

The employee may be called to respond to police service calls at any time during assigned shifts and may be called out for assistance during off-duty hours.

All Reserves shall not have a vested right of employment and will have “**at will**” status.

Knowledge, Skills and Abilities:

- Knowledge of state motor vehicle codes, traffic safety regulations and municipal ordinances.
- Knowledge of police science principles.
- Knowledge of police department policies, practices and procedures.
- Knowledge of theories of human behavior.
- Knowledge of federal and state laws, statutes, local ordinances and Court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights.
- Knowledge of first aid techniques.
- Knowledge of disease control methods and techniques.
- Knowledge of safety rules and procedures; criminal investigation, crime prevention principles and techniques.
- Knowledge of self-defense methods and physical restraint techniques.
- Knowledge of radio codes and communications procedures.
- Knowledge of city geography, streets layouts and traffic and crime patterns; understand and interpret maps to determine locations of calls.
- Skill in the operation of a police motor vehicle, firearms and weapons skillfully and safely.
- Skill in the operation of a two-way radio following proper communications procedures.
- Skill in the operation of a computer and various computer software programs.
- Ability to pass physical, psychological and agility tests.
- Ability to tactfully and effectively relate with different racial, ethnic, age, and economic groups.
- Ability to comprehend and understand departmental rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities.
- Ability to interpret State Motor Vehicle Codes and traffic safety laws and local ordinances.
- Ability to accurately recall the circumstances under which traffic violations occurred for testimony purposes.
- Ability to work effectively in team response situations.
- Ability to exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations.
- Ability to communicate clearly and concisely in conveying commands.
- Ability to maintain alertness and concentration in emergency situations.
- Ability to accurately recall names, faces and details regarding crime incidents.
- Ability to follow proper safety rules and procedures.
- Ability to work under variable weather conditions.
- Ability to communicate and work cooperatively with co-workers, supervision, and public and private representatives.
- Ability to understand and carry out oral or written commands and instructions.
- Ability to complete clear and accurate police reports and work activity records.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily outdoors with exposure to inclement weather and varying temperatures and indoors in an office environment.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person or on the telephone.
- Required to communicate verbally and in writing.
- Required to operate department vehicles.
- May be required to travel to and from meetings, on-site visits to various locations and interact with a variety of people.
- May be required to perform public speaking.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 180 pounds.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment
- Radios, cell phones and other communication devices.
- Department weapons.
- Department vehicles.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.