



## **LEVEL II RESERVE POLICE OFFICER (TEMPORARY / PART-TIME)**

### **DEFINITION**

To provide services through the enforcement of laws and ordinances.

### **DISTINGUISHING CHARACTERISTICS**

A Level II Reserve Police Officer is distinguished from the Police Recruit classification in that it has limited police authority to enforce laws and ordinances, whereas the latter is a training-level classification with no police authority. Level II Reserve Police Officer is distinguished from the Police Officer classification in that it is a journey-level classification which has no supervisory responsibilities. Level II Reserve Police Officers receive assignments and special instruction from Police Officers and higher-ranking officers who also review the Level II Reserve Police Officer's work.

### **SUPERVISION RECEIVED**

General supervision is provided by Police Officers and higher-level sworn personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending upon assignments, duties may include, but are not limited to the following:

#### **Completed Under Immediate Supervision**

- Patrol a designated area of the city on foot, or approved mode of transportation to preserve order, prevent crime and discover criminal acts, and make arrests.
- Answer radio dispatched or citizens' requests for police services at accident scenes, domestic disputes, law violations, and peace disturbances.
- Conduct investigations, gather evidence, interview witnesses, take statements, make arrests, or write citations and make written reports at crime or accident scenes.
- Testify in court at criminal hearings and trials.
- Conduct lineups for identification of suspects.
- Attend community meetings to discuss crime concerns.
- Evaluate and control violent situations and subjects.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing subjects.
- Drive vehicles under hazardous and emergency conditions.
- Train new employees in proper police procedures.
- Provide first aid to injured or sick subjects.
- Regular, predictable, consistent, and timely attendance is an essential function of the position, in that the Employee must be present to accomplish the tasks of the position.
- Perform related duties as assigned.

#### **Completed Without Immediate Supervision**

- Report writing.
- Arrestee transportation.

- Parking enforcement.
- Bike Patrol.
- Crime scene investigation.
- Background investigations for Volunteers.
- Community Oriented Policing projects.
- Traffic control.
- Subpoena service.
- Parade/funeral escort.
- Assisting at DUI checkpoints.
- Assignment to Investigations Division.
- Cover officer assignment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state, and city codes and ordinances relating to law enforcement.
- Modern approved principles and procedures of police work with particular reference to community-based policing.
- Department rules and regulations.
- General Orders and directives.
- City streets and principal locations.
- Court and evidence procedures.
- Court decisions affecting police practices.
- Radio procedures.

### **Ability to:**

- Express themselves in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels, before various public and community groups, and when testifying in court.
- Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling.
- Read and interpret complex technical documents in English.
- Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information to decide on an appropriate and reasonable course of action.
- Deal with people of different socio-economic levels without arousing their antagonism.
- Analyze problems and rationally and calmly take effective action in emergencies and stress situations.
- Plan and effectively present material orally to diverse groups.
- Deal courteously but firmly with the general public.
- Establish and maintain cooperative working relationships with co-workers and other City employees.
- Use firearms safely and accurately.
- Climb barriers, jump obstacles, and perform strenuous physical activities.
- Control resisting subjects with a minimum of force necessary to effect an arrest.

**Skill in:**

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first aid, including Cardiopulmonary Resuscitation techniques.

**MINIMUM QUALIFICATIONS**

**Education**

Successful completion of a California P.O.ST. Module II Police Academy.

High School diploma or G.E.D. equivalent.

**License or Certificate**

Possession of a CA POST certificate or CA POST Proof of Eligibility certificate.

Possession of a valid California Class C Driver license at the time of appointment. Loss of the license is cause for discipline.

**Bilingual**

Knowledge of a second language is beneficial.

**SPECIAL QUALIFICATIONS**

**Age**

Must be at least 21 years of age by the date of appointment.

**Citizenship**

Candidate must be legally authorized to work in the United States under federal law at the time of appointment. (Applicants may be in the process of obtaining legal authorization upon application but will need to show proof of legal authorization to work in the U.S. under federal law before being hired.)

**Respiratory Protective Equipment**

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, must pass OSHA requirements for respiratory equipment.

**Felony Convictions**

Free of felony convictions under California Government Code Section 1029.

**Background**

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

**Medical/Drug Test/Psychological Test**

Must pass a medical examination, drug test, and psychological test.

## **ADA Compliance**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting.

**Heavy Work:** Exerting more than 50 pounds of force occasionally, and/or more than 30 pounds of force constantly to move objects.

**Physical Agility:** Must be agile and can chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol and would require the skills to ride a bike.

### **Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.