

CITY OF CRESCENT CITY

CLASSIFICATION: POLICE RESERVE OFFICER LEVEL I/II

DEFINITION:

Police Reserve Officer is a non-paid, volunteer position. Police Reserve Officer Level I/II assists with general law enforcement and crime prevention duties to supplement the full-time, regular peace officers.

EXAMPLE OF ESSENTIAL DUTIES:

Duties include but are not limited to the following:

Level I -

- Performs general law enforcement and crime prevention duties;
- Enforces City, County and State laws;
- Patrols assigned areas of the City, responding to public calls for protection of life and property;
- Conducts preliminary investigations of possible violations of the law;
- Investigates traffic collisions;
- Controls traffic flow;
- Warns against unlawful conduct;
- Issues citations;
- Testifies in court;
- Prepares and submits reports;
- Monitors the security of buildings and property;
- Responds to alarms;
- Investigates suspicious persons and circumstances;
- Gives information and directions to the public;
- Identifies and collects evidence;
- Apprehends and arrests criminal suspects;
- Prepares activity logs, accident and incident reports, ensures accuracy of information; submits reports to appropriate authority;
- Keeps abreast of Federal and State laws, traffic laws, and City ordinances;
- Keeps supervisor informed of any incident or issue that requires his/her attention or follow-up;
- Maintains required level of proficiency in the proper and safe use of firearms, evasive action, and appropriate and safe driving skills;
- Searches, photographs, and fingerprints prisoners; oversees processing and detention of prisoners;
- Transports prisoners to medical or detention facilities;
- Serves warrants and other civil and criminal documents.

Level II -

- Conducts preliminary investigations;
- Identifies and collects evidence;
- Responds to citizen complaints promptly;
- Testifies in court as necessary;
- Participates in crime prevention projects and activities;
- Keeps abreast of Federal and State laws, traffic laws, and City ordinances;
- Keeps supervisor informed of any incident or issue that requires his/her attention or follow-up;
- Prepares reports;
- Transports prisoners to medical or detention facilities.
- Maintains traffic and crowd control at parades, sporting events, school functions, etc.;
- Parking enforcement;
- Evidence transportation;

EXAMPLES OF NON-ESSENTIAL DUTIES:

Performs other related duties as assigned or required.

SUPERVISION:

This position is supervised by the Chief of Police, Lieutenant, Sergeant, and/or senior officers, through the department chain of command. This position has no supervisory responsibilities.

Level I reserve officers may work alone and perform the same duties as full-time regular peace officers.

Level II reserve officers may perform general law enforcement assignments while under the immediate supervision of a full-time regular peace officer. Level II officers may also work assignments authorized for Level III reserve officers without immediate supervision.

PHYSICAL, MENTAL, ENVIRONMENTAL AND COMMUNICATION DEMANDS: Essential duties require the following physical, mental, environmental, and communication demands:

Physical:

Must meet standards of physical stature, endurance and agility established by the City. Tasks involve frequent driving, walking and standing, and occasional running; frequent light lifting and occasional lifting of heavy objects or persons; must have the physical ability to apprehend and restrain subjects and to defend one's self from attack; requires manipulative skills and hand-eye coordination involved in the operation of vehicles, firearms and other equipment; work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Mental:

Think and act quickly and calmly in emergencies and judge situations and people accurately; exercise good judgment, decision-making, and conflict resolution skills.

Environmental:

May require exposure to extreme heat or cold, extreme weather conditions, strong odors and/or smoke, dust, pollen.

Communication:

Vision – Requires vision sufficient to observe and identify criminal activity and suspects; to read vehicle license plates; to efficiently operate law enforcement equipment and firearms; requires visual, color, and depth perception.

Hearing – Requires sound perception with sufficient clarity to maintain two-way communications in person, by radio, and by telephone.

Speech - Requires sufficient clarity to communicate effectively verbally in a clear and concise manner.

Writing - Requires sufficient writing skills to compose a variety of comprehensive, logical, organized and factual reports, records, correspondence and related documents.

Reading - Requires sufficient reading skills to read and understand policy and procedures and comprehend and interpret laws, regulations and specific materials related to the position.

QUALIFICATIONS:

Must be a minimum of 18 years of age; be a citizen of the U.S. or be a permanent resident alien who is eligible for and has applied for citizenship (Government Code Section 1031(a)); be free of any felony conviction; be of good moral character.

Education:

High school diploma or equivalent.

Experience:

Level I – Employment as a California Peace Officer within the past three years.

Or, the successful completion of equivalent training requirements for Level 1 in accordance with California POST regulations.

Level II - No experience is required.

Certificates:

Compliance with applicable California POST requirements, as follows:

Level I – California POST Regular Basic Course (664 hours); Field Training Program (400 hours); Continuing Professional Training (24 hours every two years).

Level II - California POST Modules II and III (333 hours); Continuing Professional Training (24 hours every two years).

Knowledge of:

- Current law enforcement methods and procedures, including patrol, crime prevention, traffic control, basic investigations, arrest and identification techniques;
- Current Federal, State, and local criminal codes, laws, and recent court decisions;
- Community oriented policing principles;
- Criminal behavior and methods of operation;
- Roads and characteristics of various City areas and neighborhoods.

Ability to:

- Understand, interpret and apply laws, regulations, ordinances and policies;
- Communicate effectively, both orally and in writing, in the English language;
- Show a high level of discretion and flexibility in daily operations;
- Understand and carry out oral and written directions;
- Accurately observe and remember names, faces, numbers, incidents and places;
- Deal courteously, yet firmly and effectively, with the public in police situations;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Observe situations analytically and objectively; record observed situations clearly and concisely;
- Meet the requirements of Reserve Police Officer contained in the California State Government Code;
- Provide quality customer service;
- Volunteer a minimum of 16 hours per month in order to maintain California POST qualifying service;
- Prepare clear, comprehensive, and factual reports and documents;
- Efficiently use interpersonal and conflict resolution skills to handle a wide variety of sensitive situations.

License:

- Possession of a valid California Motor Vehicle Operators License issued by the State Department of Motor Vehicles, or equivalent if a resident of another state. Must maintain a license in compliance with the City employee driving standards.