

## **CITY OF ARCADIA**

### **RESERVE POLICE OFFICER I or II RESERVE POLICE OFFICER III**

#### **DEFINITION**

Under general supervision, to assist the Patrol, Administration, and Investigation Divisions in a variety of duties involved in the enforcement of laws and the prevention of crimes, and to perform a variety of technical and administrative tasks in support of the Department.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Operate Police vehicles including radio and emergency equipment, tools, and weapons assigned to the vehicle.

Prepare handwritten and computer generated police crime and activity reports suitable for legal proceedings and public review.

Perform the duties of a Police Officer on field patrol; handle calls for service; protect life and property; perform traffic enforcement and other related duties as authorized by their P.O.S.T. designated reserve level.

Maintain monthly qualification for handgun, rifle, and stun-bag shotgun as required by Department regulations.

Attend monthly Reserve Officer business meetings.

Maintain educational and training requirements of the Department and the California P.O.S.T.

Perform special details including parade duty, emergency occurrences such as fire or earthquakes, seasonal events, concerts, and sporting events.

Transport prisoners to other holding facilities or courthouses.

Assist records personnel with citizen contacts at the front desk.

Perform surveillance details.

Provide subpoena services.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Functions and objectives of Federal, State, and other local law enforcement agencies.

Basic principles of law.

Principles and practices of community policing.

Safe driving principles and practices.

#### **Skill to:**

Learn to operate firearms and other modern police equipment.

Learn to operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

#### **Ability to:**

Successfully complete P.O.S.T. training for entry level Police Officers.

Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Learn modern investigative methods including interviewing and interrogation techniques.

Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Learn local geography, city streets, public buildings, and business.

Learn recent court decisions and how they affect department and division operations.

Learn self defense tactics.

**Ability to:**

Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Learn to gather, assemble, analyze, evaluate and use facts and evidence.

Learn, interpret and explain City and Department policies and procedures.

Observe accurately and remember names, faces, numbers, incidents and places.

Act quickly and calmly in emergencies.

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of experience working with the public.

**Training:**

Level I or II: Equivalent to the completion of the twelfth grade. Graduation from a P.O.S.T. Certified Level I or II Reserve Academy is desirable.

Level III: Equivalent to the completion of the twelfth grade. Graduation from a P.O.S.T. Certified Level III Reserve Academy is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** April 2000

**Revised:** October 2002