



## CITY OF CERES

### RESERVE POLICE OFFICER

#### DEFINITION

Dependent upon Reserve level designation, performs a wide variety of duties in the enforcement of law and order; and to carry out special assignments in the protection of life and property within the City of Ceres.

#### SUPERVISION RECEIVED AND EXERCISED

##### Level II Reserve

Works under close supervision from a sworn officer or other designated authority assigned by the department.

##### Level I Reserve

Receives general supervision from a police sergeant or other designated authority.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Patrol an assigned area by motor vehicle, on foot, or by other designated means to answer calls for the protection of life and property, and the enforcement of city, county, and state laws; conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, death and other criminal incidents.

Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Investigate major crimes against property, persons, and narcotics and vice-related crimes.

Gather evidence using a variety of methods and techniques, including taking photographs, lifting fingerprints, tracing movements and talking with informants.

Present information upon completion of investigations to the District Attorney's office for filing charges; appear in court, as directed.

Serve warrants and subpoenas; file complaints; perform other work related to the processing of misdemeanor and felony complaints.

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Reserve Police Officer (cont.)

Prepare reports on arrest, traffic violation, impounded property and other case reports.

Check buildings for physical security; report street lamps or traffic signals that are not working; report or remove traffic hazards and report and take corrective action on other conditions detrimental to the general public.

Detain drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Conduct surveillance of known suspected criminal activity.

Attend meetings with civic groups; participate in and conduct public awareness/education programs at schools; work with the schools on specialized drug awareness programs (DARE).

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Direct and control pedestrian and vehicular traffic at emergency or other congested traffic situations.

May assist in training new officers in areas such as traffic enforcement, safety, report writing and policy procedures.

Attend meetings, seminars and training sessions as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of

specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Police methods and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.

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Criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies.

Knowledge of: (cont.)

Rules of evidence pertaining to the search and seizure and the preservation of evidence.

Offensive and defensive weapons nomenclature and theory.

Principles and practices of self defense.

Use and care of firearms, chemical agents, baton and other related paraphernalia.

Interviewing and interrogation techniques.

Pertinent laws, codes, regulations and statutes.

City geography, noting streets, building locations.

First aid and CPR techniques.

Ability to:

Undertake and satisfactorily complete required and assigned in-service training programs as well as other mandated training requirements.

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

Think logically and act quickly in emergencies, and judge situations and people accurately.

Learn, understand and interpret laws and regulations.

Meet and maintain required reserve peace officer employment standards.

Meet and maintain the departmental firearms qualifications standards.

Drive and handle a police vehicle under routine and emergency situations.

Prepare and make presentations related to law enforcement efforts in the community.

Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective working relationships with those contacted in the course of work.

Respond to emergencies while off duty.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Level I Reserve**

Experience/Training:

Successful completion and training from a P.O.S.T. certified police training academy or successful completion of Reserve Level III, II and I course. Education equivalent to the completion of the twelfth grade.

**Level II Reserve**

Experience/Training:

Successful completion of Reserve Level III and II courses or P.O.S.T. Basic certification.

**SPECIAL REQUIREMENTS**

Possession of a valid California driver's license.

CPR and First Aid certifications.

Ability to meet department's psychological and background requirements.

**SELECTION GUIDELINES**

Formal application; review of education and experience; testing which may include written and physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

**TOOLS AND EQUIPMENT USED**

Police car, police radio, M.D.T. (Mobile Data Terminal), radar gun, handgun and other weapons as required, sidehandle baton, straight baton, asp, chemical agent, handcuffs, breathalyzer, pager, first aid equipment.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### 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.

While performing duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department: Public Safety - Police  
Division

Bargaining Unit: N/A

Approval:  
Appointing Authority

Effective Date: 4/94      Revision History: