



## **RESERVE POLICE OFFICER LEVEL I**

(\$28.87 Hourly/No Benefits)

*(Part-time Position Limited to No More than 1,000 hours per Fiscal Year)*

### **POSITION DEFINITION:**

Under general supervision, a Reserve Police Officer patrols an assigned area for the prevention of crime and the enforcement of law and order; carries out special assignments in the protection of life and property; and does related work as needed. Police Reserve Officer Level I assist with general law enforcement and crime prevention duties to supplement the full-time, regular peace officers.

### **DISTINGUISHING CHARACTERISTICS:**

The Reserve Police Officer is the entry level class responsible for the performance of assigned law enforcement duties and responsibilities under general supervision. This classification is distinguished from the next higher classification of Police Officer in that the latter is responsible for performing the more complex and difficult tasks.

Level I Reserve Officers - May be certified to work with another Reserve Officer or may work alone following the successful completion of a Field Training Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrols an assigned area in police vehicle, bicycle or on foot.
- Answers calls for protection of life and private property and the enforcement of City, County and State laws.
- Conducts preliminary or follow-up investigations of prowlers, burglaries, thefts, robberies, collisions, deaths, and disturbances.
- Directs traffic, including regulation of vehicle flow at time of emergency or congestion.
- Stops drivers who are operating vehicles in violation of laws and issues citations; issues citations for parking violations.
- Collects and preserves evidence.

- Testifies in court in connection with criminal prosecution.
- Attends fire scenes to assist in the protection of life and property.
- Serves warrants and subpoenas.
- Prepares reports of arrests made, investigations conducted and unusual incidents observed.
- Operates radio equipment.
- Assist in booking and caring for prisoners.
- Gives information and directions to the public as assigned.
- May assist in conducting special studies of traffic or other police problems.
- Serve a minimum of 16 hours a month.
- Other law enforcement and community policing duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- ↗ High School Diploma or equivalent.
- ↗ Have completed P.O.S.T. Basic Academy (or Reserve Modules) or currently enrolled.
- ↗ Be at least 21 years of age.
- ↗ Valid Class C CDL.
- ↗ No felony convictions or serious misdemeanors.

#### **SPECIAL REQUIREMENTS:**

Candidates must currently possess a valid Class C California driver's license and a certificate of completion of a Basic Police Academy certified by California P.O.S.T. received within the last three years. Former peace officers and current Basic Police Academy students are encouraged to apply, however they must fulfill all P.O.S.T. education requirement prior to appointment.

Compliance with applicable California POST requirements, as follows:

- ✓ Level I – California P.O.S.T. Regular Basic Course; Field Training Program; Continuing Professional Training.

#### **CONTINUOUS RECRUITMENT**

**Please complete a City Application available at [www.cityof Placerville.org](http://www.cityof Placerville.org)**