

CITY OF HOLTVILLE

JOB DESCRIPTION

TITLE:	RESERVE POLICE OFFICER
DEVELOPED:	SEPTEMBER 22, 2000
APPROVED:	JULY 23, 2001
DEPARTMENT:	POLICE
REPORTING RELATIONSHIP:	Receives supervision from Reserve Coordinator/Department O.I.C./Sergeant or above

POSITION SUMMARY:

Under general supervision, patrols assigned areas, responds to calls or observed violations and enforces public safety and traffic laws, regulations and ordinances; performs crime prevention and investigation work to protect life and property; testifies in court hearings; assists other officers and performs special detail work as needed; performs related responsibilities as required.

EXAMPLES OF RESPONSIBILITIES:

Depending on reserve level of status.

1. Patrols assigned district by automobile, motorcycle, or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
2. Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents; collects and preserves, and transports physical evidence.
3. Notes and reports traffic problems, abandoned or damaged vehicles and other safety hazards.
4. Issues verbal warnings or written citations for parking or moving violations.
5. Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures and special events.
6. Investigates, interviews witnesses, and prepares crime, incident, traffic collision, drug influence, missing person, and suspicious person reports; prepares special reports as assigned.
7. Restores order and maintains peace at public gatherings or in conflict situations.
8. Observes and reports conditions conducive to crime activity.
9. Provides general information and assistance to the public.
10. Identifies, pursues, apprehends, makes arrests, advises of rights, searches, and transports suspects.
11. Appears in Court to testify regarding arrests or other law enforcement activity and case evidence.
12. Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.
13. Participates in community awareness programs as information program to inform citizens of police functions, and crime prevention techniques.
14. Processes and serves warrants.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATION GUIDELINES:

Education/Experience/Training:

REQUIRED: Equivalent to high school graduation, supplemented by completion of Peace Officer Standard Training (P.O.S.T.) Commission Reserve Academy Training.

Knowledge of:

State motor vehicle codes, traffic safety regulations and municipal ordinances; police science principles; police department policies, practices and procedures; theories of human behavior; Federal and State laws, statutes, local ordinances and Court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights; first aid techniques, safety rules and procedures; criminal investigation, crime prevention principles and techniques; self defense methods and physical restraint techniques; radio codes and communications procedures; disease control methods and techniques.

Skills:

Operate a police motor vehicles, firearms and weapons skillfully and safely; operate two-way radio following proper communications procedures.

Ability to:

Pass physical, psychological and agility tests; tactfully and effectively relate with different racial, ethnic, age, and economic groups; comprehend and understand departmental rules, procedures, police instructions, laws, and general literature pertaining to law enforcement activities; interpret State Motor Vehicles Codes and traffic safety laws and local ordinances; accurately recall the circumstances under which traffic violations occurred for testimony purposes; City geography, streets layouts and traffic and crime patterns; understand and interpret maps to determine locations of calls; work effectively in team response situations; exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations; communicate clearly and concisely in conveying commands; maintain alertness and concentration in emergency situations; accurately recall names, faces and details regarding crime incidents; follow proper safety rules and procedures; work under variable weather conditions; communicate and work cooperatively with co-workers, supervision, and public and private representatives; understand and carry out oral or written commands and instructions; complete clear and accurate police reports and work activity records.

Special Requirements:

- Obtain a valid Class C or Class C or Class 3 California driver's license and provide evidence of an acceptable driving record. May be required to obtain a Class 4 or Class D license.
- Ability to successfully pass background security investigation, meet City standards and successfully pass a pre-employment physical examination as a condition of employment.