



City of Pacific Grove
Established Date: 12/18/2013

RESERVE POLICE OFFICER I

SUMMARY: Performs general law enforcement assignments alone; performs the same duties as full-time regular officers.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform the duties of a Reserve Police Officer III or a Reserve Police Officer II without immediate supervision.
- Enforces state and federal laws, and City regulations; performs work according to PGPD policies to enforce laws, preserve peace, reduce fear, solve problems, and provide for a safe environment through community policing; duties will vary according to job assignment.
- Provides community-oriented police services, and improves and enhances the quality of life in the community; works with citizens to address the issues of safety, crime, fear of crime, and neighborhood disorder; ensures citizens are treated with courtesy and respect.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Patrols the City, looking for unusual and suspicious activities and persons; responds to emergency and non-emergency calls for service; investigates, documents, and resolves traffic incidents, crimes, dangerous and illegal activities, and citizen complaints; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security for emergency services personnel.
- Responds to citizens' requests for assistance, enforces traffic regulations, detects crime, apprehends violators, and ensures public safety; applies laws and regulations fairly and consistently.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence; arrests law violators; transports and processes suspects, victims and prisoners.
- Testifies as required.
- Performs subpoena and warrant service.
- Completes detailed reports and required paperwork.
- Maintains PGPD vehicle and equipment according to Department standards.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and federal, state, and local law enforcement organizations.
- Performs specialized functions in areas of expertise, including training, SRO/DARE, SRU, and other special enforcement, assessment, surveillance, intervention, and investigative teams.
- Maintains the integrity, professionalism, values, and goals of the Pacific Grove Police Department by ensuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

- (A) Minimum Training Requirement: Every Level I reserve peace officer, before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the training requirements of the Regular Basic Course or its equivalents, as determined by California Commission on Peace Officer Standards (POST).
- (B) Exemption to Minimum Training Requirement: The Regular Basic Course, or its equivalents, will not be required for a Level I reserve peace officer if:
1. The Level 1 reserve peace officer has previously satisfied the training requirements specified for Level I reserve peace officers, as determined by POST; and
 2. Is appointed to a non-designated Level 1 reserve peace officer position; and
 3. The new appointment is within three years of the date of last service as a Level I reserve peace officer.

Knowledge of:

- City policies and procedures.
- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Basic laws and regulations governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- First aid principles, practices and techniques.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Remaining alert at all times, and reacting quickly and calmly in emergency situations.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Must complete Level I Reserve Police Officer certification as required by POST.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in the field on patrol; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases.