



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

RESERVE POLICE OFFICER II

SUMMARY: Performs general prevention and detection of crime and the general law enforcement while under the immediate supervision of a peace officer who has completed the Regular Basic Course. Reserve Police Officer II may also work assignments authorized for Level III reserve officers without immediate supervision.

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:*

- Patrol a designated are of the city on foot, on a motorcycle, or in a patrol vehicle to preserve order, prevent crime, discover criminal acts, and make arrests.
- Answer radio dispatched or citizens' request for police services at accident scenes, domestic disputes, law violations, and peace disturbances.
- Conduct investigations, gather evidence, interview witnesses, take statements, make arrests, write citations, and complete written reports at crime or accident scenes.
- Testify as required.
- Provide traffic control as needed.
- May work in plain clothes to conduct follow-up investigations, and to suppress vice or narcotics activities.
- Conduct lineups for identification of suspects.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing subjects.
- Drive vehicles under hazardous and emergency conditions.
- Provide first aid to injured or sick subjects.
- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.
- 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 II reserve peace officer, before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete California Commission on Peace Officer Standards (POST) certified Module III and Module II.

(B) Exemption to Minimum Training Requirement

Module III and Module II will not be required for a Level II reserve peace officer if:

1. The Level II reserve peace officer has previously satisfied the training requirements specified for a level I or II reserve peace officer, as determined by POST; and
2. The new appointment is within three years of the date of last service as a Level I or II reserve peace officer.

(C) Continued Professional Training

Every Level II reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth by POST.

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 II Reserve Police Officer certification as required with 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.