



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

RESERVE POLICE OFFICER III

SUMMARY: Performs specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a Level I reserve officer or a full-time regular officer. Additionally, Level III reserve officers may transport prisoners 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:*

- Under immediate supervision, perform limited law enforcement duties that are not likely to result in physical arrests.
- Assist the Police Department in safely directing the control of vehicular, pedestrian, and bicycle traffic.
- Assist the Police Department in controlling crowds at major events, gatherings, disasters, and any other special occasions which may cause a large crowd to assemble or traffic to congest.
- Assist in providing security at City facilities, parades, sporting and other public events.
- Assist in providing transportation and hospital custody of prisoners.
- Transport evidence, records and equipment.
- Prepare necessary reports
- Testify as needed
- Other related duties may also be performed; not all duties 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 III 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.
- (B) Exemption to Minimum Training Requirement
Module III will not be required for a Level III reserve peace officer if:
1. The Level III 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.

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 III 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.