

RESERVE POLICE OFFICER LEVEL III

THIS IS A VOLUNTEER POSITION

FINAL FILING DATE: This position is Open Until Filled.

THE POSITION

The Human Resources Department is accepting applications for the volunteer position of **Reserve Police Officer Level III**. Possession of a valid certificate of completion from a P.O.S.T. Basic Academy or valid certificate of completion from a P.O.S.T. LEVEL III, MODULE COURSE must be submitted with your application.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

To perform a variety of limited duties related to law enforcement and crime prevention work.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assist with investigative assignments; preserve and investigate crime scenes and automobile accidents; collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.
- Participate in and provide support and assistance to special crime prevention programs; take an active role in area of public education relative to crime and crime prevention.
- Respond to public service calls including animal complaints, civil complaints, and property control; contact and interview victims and witnesses.
- Enforce state and local parking laws and ordinances; issue warnings.
- Provide security at parades and public events; direct traffic at fires, special events, and other emergency or congested situations; assist with DUI checkpoints.
- Prepare reports on activities performed and unusual incidents observed.
- Build and maintain positive working relationships with co-workers, other City employees, other law enforcement agencies and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Principles and practices of law enforcement organization, methods and techniques.
- Pertinent local, State, and federal rules, regulations and laws.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Report writing techniques.

Ability to:

- On a continuous basis, know and understand all aspects of a Reserve Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; continuously wear utility belt and other police equipment of 30 pounds;
- Analyze situations quickly and objectively; determine and take emergency action as required.
- Learn to operate a computer as necessary to perform job duties.
- Understand and carry out written and oral directions.

- Maintain accurate and up-to-date records and reports.
- Deal tactfully with customers.
- Work outdoors in a variety of weather conditions.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Experience:

- None required.

Training:

- Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

- Possession of, a valid California driver's license by date of appointment.
- Possession of a valid certificate of completion from a P.O.S.T. basic academy or a P.O.S.T. Level III, Module III Reserve Officer certificate.
- Possession of a P.O.S.T. Level II, Module II Reserve Officer certificate must be obtained within 18 months of appointment.

Necessary Special Requirement

- Must be 21 years of age or older by date of appointment.

SELECTION PROCESS

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

The successful candidate must be non-smoking and must not use tobacco products.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.