



CITY OF SAN MARINO
2200 Huntington Drive, San Marino, CA 91108, (626) 300-0700

EMPLOYMENT OPPORTUNITY
RESERVE POLICE OFFICER
(Level 1 Reserve)

POSITION:

The Reserve Police Officer is a sworn voluntary employee of the City of San Marino and, under general supervision, patrols an assigned area in the prevention of crime and the enforcement of law and order; carries out special assignments in the protection of life and property and performs related tasks as required. This position requires some heavy lifting, carrying, climbing, running and exposure to potentially hazardous situations and environmental conditions. The Reserve Police Officer reports to the Police Sergeant or Police Agent on an assigned rotating watch. The Reserve Police Officer may exercise the full powers and duties of a police officer without immediate supervision.

DUTIES:

Example of Duties include uniformed patrol, which involves responding to crimes in progress, traffic accidents, taking crime reports, issuing citations and making arrests. The Reserve Police Officer also provides basic law enforcement services at community events, such as parades, festivals, sports events and dances.

- Patrols an assigned area on foot or by motor vehicle to suppress crime and enforce state law, city ordinances or regulations; notes and reports traffic hazards.
- May be assigned to specialized duties in the traffic enforcement, accident investigation, criminal investigation or records section.
- Responds to calls for service as directed.
- Investigates and prepares reports on accidents, crimes, and miscellaneous activities.
- Provides directions and information to the public.
- Makes physical arrests.
- Issues citations or verbal warnings.
- Prepares reports on arrests and stored or impounded property. Identifies, labels, tags and secures evidence.
- Directs traffic.
- Drives by facility/home for security and responds to alarm calls.
- Intervenes in private or public disputes, as necessary, to protect the public and to maintain order.
- Appears in court, whether on or off duty, as the arresting officer or as a witness.
- Transports prisoners, investigates complaints, interrogates suspects, interviews victims or witnesses.
- May deal with public at front desk.

QUALIFICATIONS:

Candidate must be at least 21 years of age and be a United States citizen or have application on file with INS for one (1) year. Must possess: a High School Diploma or equivalent; a P.O.S.T. Basic Certificate; a valid California Class "B" Driver's License; and maintain certified training as required by the Commission on Peace Officer Standards and Training, with designation of Level 1 Reserve Certificate PC 830.6 (a)(1) or PC 832.6 (a)(1).

Must have ability to: operate firearms handheld and shoulder weapons, batons, handcuffs and other restraints, armored vests, and portable radio; drive vehicles, understand and follow oral and written instructions; sit in a patrol vehicle for up to two hours at a time; get in and out of a patrol vehicle up to 100 times per day; use appropriate physical techniques in the apprehension and restraint of suspects; lift up to 180 pounds; meet all State and Federal requirements for sworn public safety officers; read and understand departmental policies, rules, instructions, laws, regulations and police literature; write clear and accurate reports; develop physical endurance and agility; deal tactfully and effectively with the public; get from one location to another in the course of doing business; establish a good working relationship with fellow employees.

SELECTION PROCESS:

Applicants with the most relevant qualifications will be invited to participate in an examination consisting of an oral interview, polygraph examination, psychological profile and physical examination. Applicants must pass a thorough background investigation prior to final offer of employment.

TO APPLY:

A City of San Marino application form is required for consideration. Application forms may be picked up in person at: City of San Marino, 2200 Huntington Drive, San Marino, CA 91108, **between 7:30 a.m. and 4:00 p.m., Monday – Thursday only.** You may call (626) 300-0700 for additional information or visit San Marino’s website at www.sanmarinoca.gov and download the city’s application. Faxed applications are not accepted. All application materials become property of the City of San Marino and will not be returned. Resumes accepted, but not in lieu of an application.

DEADLINE:

All applications will be received **UNTIL THIS POSITION IS FILLED.** The City of San Marino assumes no responsibility for failure to deliver by public or private carrier. All application materials are to be returned to:

CITY OF SAN MARINO
2200 HUNTINGTON DRIVE
SAN MARINO, CA 91108
ATTN: PERSONNEL

MISCELLANEOUS:

Smoking is prohibited in all city property at all times. Nothing contained in this bulletin shall be construed to imply a contractual arrangement.

**SAN MARINO IS AN EQUAL OPPORTUNITY EMPLOYER
AND PROVIDES A TOBACCO FREE ENVIRONMENT**

THE CITY OF SAN MARINO

San Marino is a single family residential community located approximately 10 miles from Los Angeles in the San Gabriel Valley. The City was incorporated in 1913 as a General Law City under the provisions of the State Constitution. San Marino operates under a Council-Manager form of government. It is a full service City having its own Police, Fire, Paramedic, Library, Recreation, Park, Public Works, and Administrative Services. The community prides itself on maintaining a high quality residential community. San Marino is approximately 4 square miles in size and has a population of 13,000. The Huntington Library, Art Gallery and Botanical Gardens are located within the City.
