GENERAL PURPOSE

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.

DISTINGUISHING CHARACTERISTICS

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.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

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.

May be assigned to specialized duties in the traffic enforcement, accident investigation, criminal investigation or records section. Responds to calls for service as directed.

Notes and reports traffic hazards; Directs traffic; 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; and prepares reports on arrests and stores or impounds property.
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, and interviews victims or witnesses.

Writes a daily log of activities, operates a radio in dispatching patrol units, fingerprints prisoners, takes photographs of prisoners, crime or accident scenes, and accepts bail and gives receipts.

Utilizes computer equipment to access information and complete reports.

Perform related duties as assigned.

QUALIFICATIONS

Candidate must be at least 21 years of age and be a United States citizen or application on file with INS for 1 year. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The following requirements are representative of the knowledge, skills and/or abilities required.

Knowledge, Skills and Abilities:

Knowledge of
The safe use of firearms handheld and shoulder weapons, batons, chemical agents, handcuffs and other restraints.

Standard office equipment including computers, computer software programs, calculators, telephones, copy machine, portable radio, 2-way radio, binoculars, night viewing devices, flashlights.

Local, State, and Federal requirements for sworn public safety officers.

Standard broadcasting procedures of a police radio system.

Skills/Abilities
Operate motor vehicles, portable radio, 2-way radio, binoculars, night viewing devices, flashlights, barricades, traffic cones, flares, pry bars, bicycles, tape recording, finger printing apparatus, computer, calculator, telephone copying machine, cameras: cameras: video, instant, and 35mm; gas masks; and to use and care for small firearms.

To wear gas masks, CPR protective shield, latex gloves, raingear, pagers; perform CPR if required.

Understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Get in and out of a patrol vehicle up to 100 times per day; sit in a patrol vehicle for up to two hours at a time; and lift up to 180 pounds.

Use appropriate physical techniques in the apprehension and restraint of suspects.

Meet all State and Federal requirements for sworn public safety officers; read and understand departmental policies, rules, instructions, laws, regulations and police literature, together with an
aptitude for law enforcement work.

Analyze situations and adopt a prompt, effective, and reasonable course of action; and observe and remember names, faces, and details of incidents.

Communicate clearly and accurately both in writing and orally; write clear and accurate reports; prepare detailed narrative reports and sort/file documents; and make oral presentations.

Understand and follow oral and written instructions.

Develop physical endurance and agility.

Learn standard broadcasting procedures of a police radio system.

Deal tactfully and effectively with the public; and establish a good working relationship with fellow employees.

**Education and Experience:**

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
Graduation from high school (or substitution of G.E.D. or California Proficiency Certificate).

Completion of a P.O.S.T. basic academy course.

**Experience**

No previous experience required.

**Licenses/Certificates**
Possession of a valid California Class "B" Driver's License.

Possession and maintenance of 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).

**Physical Demands and Work Environment:**

**Physical demands**
The physical demands described are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to sit, stand, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, or crouch.

While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehend and subdue suspects.
Employee must occasionally lift and/or move up to 180 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust, focus, and be free from color blindness.

Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally works 10% indoors and (90% outdoors (including time spent in a patrol car or other police vehicle). Employee goes from being seated in a docile position in their police cars or office to a highly energized position and then return to the docile position. The job can be very fast pace within a short period of time. While performing the duties of this job indoors, the work environment is generally in a temperature controlled office.

Employee regularly works outdoors at all times of day and in all weather conditions and is routinely exposed to hazardous situations that may result in injury, death or use of deadly force on others.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

Department: Police Department
FLSA Status: Exempt – volunteer position
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