



## **Invites Applications For the Position of POLICE OFFICER – RESERVE (VOLUNTEER)**

### **Filing Deadline: On -Going**

**THE POSITION:** Reserve officers are trained paraprofessionals who volunteer their time, under supervision, to assist in the performance of law enforcement duties in an assigned area; protect life and property in accordance with all applicable laws and ordinances; carry out special assignments as necessary; and performs related work as required.

**EXAMPLES OF DUTIES:** Patrols assigned areas in radio equipped patrol vehicles or on foot; answers call for assistance from the public; makes arrests and issues citations for violation of law and/or ordinances; investigates misdemeanors and felonies; secures and preserves crime scenes and evidence for further investigation; enforces traffic laws; conducts interviews with victims, witnesses and suspects; testifies in court; provides information to general public; escorts and transports prisoners; prepares comprehensive reports; safeguards life and property and renders first aid to the injured in emergency situations; occasionally performs special duties as called upon.

**POST Level-1:** May be assigned to a single unit patrol unit and can work independently as do full time Police Officers after becoming certified by POST and with the approval of the Police Chief.

**POST Level-2:** May be assigned to ride as the second officer in marked patrol units under the direct supervision of a full time police officer. May also be assigned to handle details on other assignments under the direct supervision of a full-time Police Officer.

**ESSENTIAL JOB FUNCTIONS:** Vision Standards: 20/70 uncorrected, 20/30 corrected with some flexibility. Physical Standards: Good health and emotional stability, sufficient strength to perform occasional strenuous work under adverse conditions; body weight in proportion to height as determined by examining physician. Requires full unassisted ambulatory activity including bending, stooping, lifting up to 100 pounds, walking on uneven surfaces, running, climbing, lying prone, and driving. Requires hand and finger dexterity for operation of weapons and computer keyboard, and searching suspects.

**QUALIFICATIONS:** *Education and Experience:* A minimum of 18 years, be a United States Citizen, High School degree or possession of G.E.D. Graduated from a POST Approved Reserve Academy completing Modules A, B, and C.

**Knowledge and Abilities:** Knowledge of various laws, police procedures, law enforcement techniques and first aid; knowledge of laws of arrest and pertinent local, State, and Federal laws; knowledge of the care and use of firearms; ability to observe and remember names, faces, numbers, incidents, and place; ability to operate an automobile; ability to utilize standard broadcasting procedures of a police radio system; ability to understand and carry out oral and written instructions; ability to write clear, concise, and comprehensive reports; ability to meet all of the acceptable standards for employment as set forth in P.O.S.T. regulations; ability to maintain excellent physical condition; ability to establish and maintain effective relationships with others.

**LICENSE:** Possession of or ability to obtain a valid Class C California driver's license.

#### **APPLICATION AND SELECTION PROCESS -**

Employment applications must be properly completed in accordance with instructions on face of city application form. All pertinent information needed to determine that the applicant meets the minimum qualifications must be shown on the application and attached resume. Information not included on the application or in resume will not be considered. Resumes will not be accepted in lieu of a signed and completed City of Santa Paula employment application.

**Applicants must submit an official City employment application to: Personnel Office, 970 Ventura Street or P.O. Box 569, Santa Paula, California 93061.** A written exam may be part of the testing process. Admission to the written and oral examination may be limited to those applicants who demonstrate on the application and resume the best combination of qualifications in relation to the qualifications and duties of the position. Applicants passing the minimum qualifications are not guaranteed admittance to the written and oral examination. If you have a disability that requires accommodation for the examination process, please advise the Human Resources Department at (805) 933-4207 by the filing deadline. **THE CITY OF SANTA PAULA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND HANDICAPPED INDIVIDUALS ARE ENCOURAGED TO APPLY.**

