

**POLICE DEPARTMENT
POLICE RESERVE OFFICER- LEVEL III**

GENERAL DUTIES: Under direct supervision from the Reserve Coordinator or his/her designee, and/or under the supervision of the watch commander or Detective Sergeant, provide assistance in operation of detention facility; record division; communications and special projects.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Complete booking on arrests, including but not limited to finger printing, photographs, booking and medical forms.
2. Comply with state laws and department regulations regarding prisoner segregation, safety rights and overall work.
3. Make timely notification for Multi-Service Officer and/or watch commander of detention facility conditions and incidents involving prisoners.
4. Perform and log Jail Checks.
5. Ride on Patrol with Reserve FTO and assists Regular Officers.

6. May be required to assist in property and evidence collection and processing.
7. Properly operate, care for and maintain department equipment.
8. May be required to provide written statements or keep logs on incidents which occur in the holding facility or involving prisoners.
9. Fingerprint and photograph citizens as required.
10. Lift and carry equipment and supplies.
11. Assist in maintenance of files and indexes.
12. May be required to do computer data entry.
13. Operate department vehicles as directed.
14. Assist in preparation of property for auction.
15. Depending on expertise, may be assigned special non-enforcement assignments to be defined as the need arises.
16. Must work a minimum of 16 hours per month.
17. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Write clear, concise and accurate reports.
2. Speak clearly.
3. Listen, understand and carry out written and oral directions.

KNOWLEDGE: Knowledge of:

1. Laws, codes and ordinances relevant to assigned duties.
2. General knowledge of the criminal justice system and Department Of Justice (DOJ) Standards of confidentiality.
3. Management structure of municipal government.
4. English usage, spelling, grammar and punctuation.
5. Department and City Policies and Procedures.

ABILITIES: Ability to:

1. Read, understand, interpret and comply with City Rules and Regulations and Department Policy and Procedures.
2. Establish and maintain effective working relationships with fellow employees and the public, be courteous and cooperative with other employees and the public.
3. Learn department computer systems.
4. Safely operate Department equipment and vehicles.
5. Obtain valid CPR and First Aid Certificates.

All sworn classifications, including Police Reserve Officer–Level III, may be exposed to the following physical and environmental demands:

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or cell phone
4. Pager
5. Copier
6. Print kit
7. Calculator and 10-key adding machine
8. Facsimile machine
9. Typewriter
10. Two-way radio
11. Patrol car, including computer and printer
12. Paper shredder or cutter
13. Specialized computer software
14. Car radio
15. Gasoline pumps
16. R.A.D.A.R. guns
17. Hand-pack radios
18. Handguns, shotguns, and in some cases, rifles
19. Bullet proof vests
20. Ammunition
21. Eye, ear, hand and head protection equipment
22. Handcuffs
23. Flashlight
24. Uniforms
25. Batons and short batons
26. Chemical agent weapons
27. Chemical reagents

28. Narcotics test kit
29. Citation books, report forms, pencils and pens
30. Cameras/tape recorders/video cameras
31. Keys to a variety of City locks

ADDITIONAL COMMENTS:

The work of all sworn personnel may be dangerous. Officers go from being seated in a docile position in their police cars to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. **Standing:** Typically, Officers stand while taking police reports, communicating with citizens and while directing traffic. They also stand at the scene of traffic accidents, crimes and often stand while awaiting information at a hospital after a traffic accident has occurred. Officers stand while booking prisoners in a jail or detention facility or while confronting suspects/citizens during the normal course of duty.
2. **Walking:** Typically, Officers walk while going to a home, business or site of an incident where they take reports. Officers also walk while returning to their patrol cars. Officers walk while in the police facility on police business such as filing a report, attending briefings or during training.
3. **Sitting:** Typically, Officers spend a great deal of time sitting while driving a patrol car or other police vehicle. A majority of the Officer's time may be spent sitting in a police vehicle. Occasionally, people will invite officers to sit down while they are taking a report. Officers may also sit while waiting at a hospital during the treatment of an arrested person or while attending training or performing office tasks and report writing.
4. **Stooping/Bending:** Typically, stooping and bending are necessary if Officers are at the site of a crime in progress. Stooping or bending may also be needed to take a position of cover or concealment. Officers may find it necessary to pick up an uncooperative prisoner or may find it necessary to assume awkward positions in order to place a person under arrest and/or in a patrol car.
5. **Lifting:** Officers may have to pick up prisoners if the prisoner is not cooperative as in the case of a prisoner under the influence of drugs or alcohol. On occasion, it might be necessary to assist another officer in carrying a prisoner and they may have to lift and/or drag up to 165 pounds. Items such as evidence or recovered stolen property like television sets, computers, stereos, or bicycles may also be lifted on occasion.
6. **Carrying:** Officers may have to carry a prisoner if the prisoner is not cooperative or incapable of walking on his/her own. They also carry weapons on their duty belts which may weigh up to 30 pounds when equipped with portable radio, handcuffs, batons, flashlights, and extra ammunition. This extra weight increases the fatigue factor of an officer on duty. Officers may need to carry barricade equipment, car video equipment, spike strips, briefcases or other materials during the course of their shift or while attending a court hearing.

7. Pushing/Pulling: Officers may find it necessary to push stalled cars out of the roadway to avoid traffic hazards. Pushing and pulling might also be involved while dealing with uncooperative or combative prisoners or when attempting to gain entry.
8. Balancing: Officers need to be able to balance while walking on a roof or fence or while going over ledges when trying to apprehend a criminal suspect. Officers may also find it necessary to climb ladders. In addition, Officers have to demonstrate balance as part of a field sobriety examination associated with suspected drunk drivers.
9. Climbing: Officers may find it necessary to climb fences and ladders while pursuing a suspected criminal. They may climb to get into a yard to cover the back of a house when there is a reported crime in progress. They will also climb stairs to access all areas in question during an investigation or while working in the office.
10. Twisting/Turning: Twisting and turning activities might occur while wrestling a prisoner in an attempt to restrain him/her. Twisting and turning might also occur while searching buildings and vehicles or while searching collapsed buildings or other structures for victims of an earthquake or other disaster.
11. Kneeling: Kneeling might occur while attempting to arrest or apprehend a suspect or may be necessary in the identification and collection of evidence at a crime scene.
12. Reaching: Reaching may be involved in restraining an uncooperative prisoner who is climbing or trying to resist arrest and in the investigation of a crime scene.
13. Manual Dexterity: It is necessary for Officers to demonstrate manual dexterity in many instances such as when handling a firearm or radio, restraining a prisoner, utilizing handcuffs or mace, investigating crimes, handling evidence, using a baton, etc.
14. Speed: Typically, Officers work at their own pace. However, when assigned an urgent/emergency call for service or when circumstances dictate, they need to be able to respond as quickly as possible and then be able to complete the call and be available for service. In addition, speed in running or walking may be needed in the pursuit of suspects.
15. Running: Officers may be required to run in order to catch a person suspected of committing a crime. Officers might also run to come to the aid of a victim or fellow officer.
16. Kicking: Officers may have to kick a door open to gain entry into a structure in order to effect an arrest or render life saving first aid.

ADDITIONAL COMMENTS:

Under typical office conditions, all sworn personnel perform many of the physical activities listed above, but with emphasis on office-related activities such as handling files, books, binders, and sometimes boxes of work-related material.

SENSORY DEMANDS:

1. **Seeing:** Officers require good (color) vision as part of the job. Officers need the ability to survey and assess any given situation and be alert at all times. For example, when searching for weapons, identifying a suspect, driving in a high speed pursuit, etc. Peripheral vision is required in this type of work. Good vision in each eye correctable to 20/30. In addition, officers must possess a full spectrum of color vision in order to differentiate vehicles, clothing descriptions, drugs, chemicals, etc.
2. **Talking/Hearing:** Officers are required to have the ability to talk and hear since they must be in constant communication on their two-way radios with the police dispatch center. In addition, Officers must be able to effectively communicate with fellow employees or citizens, whether it be in person, on the radio or by phone. Officers need to know the police radio code system and need the ability to listen and write at the same time.
3. **Touching:** Officers need the ability to distinguish contraband or other materials when performing a search on a suspected criminal. Officers may need to identify certain items such as guns, drugs, needles, etc.
4. **Smelling:** Officers need to have the ability to smell and sense odors, especially when in contact with a suspected drunken driver or in the event of a fire or during the search of facility such as a drug lab or other illegal operation.

ADDITIONAL COMMENTS:

Under typical office conditions, all sworn personnel utilize these senses while using a personal computer, Police Department computer, typewriter, telephone, fax machine, copier, adding machine, calculator, paper shredder camera, two-way radio or automobile.

ENVIRONMENTAL CONDITIONS:

1. Officers assigned to the Patrol Division work out in the field up to 90% of the time (which includes time spent in a patrol vehicle). Officers on special assignments may work inside at a desk a majority of the time, depending on the assignment.
2. **Temperature/Weather:** Officers can be exposed to all types of weather conditions. It is not uncommon to be exposed to very cold, damp or wet conditions outside at night or very hot and dry conditions during the day.
3. **Noise/Vibration:** Officers are exposed to the noise of the police radio. Very often, Officers patrol with the police car windows down in order to hear outside sounds, such as cries for assistance. Officers using a siren in a police car are exposed to higher than normal decibel noise. Officers are exposed to sounds of gun fire during training exercises, or when involved in a shooting situation while working an assignment..
4. **Hazards:**
 - a. **Mechanical:** There is a possibility of being hit by an automobile while stopping traffic. There is also a possibility of weapons malfunctioning.

- b. Electrical: Officers respond when there is an electrical line down and may be exposed to the possibility of electrical shock.
- c. Burns: Officers may be exposed to small burns resulting from lighting flares at traffic accidents. The police also respond to fire calls and, on occasion, may arrive prior to Fire Department personnel and check buildings which are on fire to determine if anyone is inside.
- d. Explosives: Officers may be exposed to explosives when responding to bomb threats. If the police are the first ones on the scene of a bomb threat, they could be required to conduct a search of the structure or area and begin a criminal investigation.
- e. Radiant Energy: Officers may be exposed to very low frequency of X-Rays while accompanying a prisoner in need of treatment to the hospital or when using a R.A.D.A.R. gun during in speed enforcement.
- f. Other: Officers stand the risk of being shot and/or assaulted. Officers may come into contact with a variety of unknown drugs which may enter the system by inhalation or through skin pores. Officers may also be exposed to contagious diseases through contact with infected persons. Diseases may be transmitted to officers by exchange of body fluids such as blood, urine, feces, vomit, saliva, etc. These instances may occur when attending to a traffic accident, being bitten by an infected suspect or animal, or by providing mouth-to-mouth resuscitation to a victim or fellow officer. Officers may also be physically injured during confrontations with suspects or prisoners.

ADDITIONAL COMMENTS:

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, two-way radio, paper shredder or paper cutter.

ATMOSPHERIC CONDITIONS

- 1. Fumes: Officers may be exposed to fumes in industrial areas and from automotive exhaust. Officers may also be exposed to fumes while in contact with individuals who smoke, while testing suspected drugs or while processing a crime scene.
- 2. Mist: Officers may be exposed to early morning mist while working a patrol assignment.
- 3. Gases: Officers are often exposed to the odor of gasoline and carbon monoxide, often while at accident scenes or while refueling a police car which must be done on each shift. Officers may choose to carry tear gas. During training, officers may participate in exercises where inhalation of tear gas or exposure to pepper spray occurs.
- 4. Ventilation: As indicated, Officers may work in a patrol car with the window open or with the air conditioning or heater running.

5. Odors: Officers are exposed to many odors while patrolling industrial areas.
6. Dust: Officers are exposed to normal and environmental dust throughout their careers.

FLOOR SURFACES:

Sworn personnel stand on a variety of surfaces while performing their duties. These surfaces include but are not limited to cement, asphalt, dirt, uneven dirt fields, uneven surfaces, gravel, linoleum, tile, and carpet. In addition, surfaces may be slippery and conditions may be undetectable due to the presence of rain, mud, oil, chemicals, bodily fluids, or other substances.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Possess a high school diploma or equivalent.
2. Must have taken and successfully completed the following course work in the last three years: Level III Module (162 hours) – this includes PC 832 course (64 hours) and Level III course (98 hours).
3. Be at least 21 years of age.
4. Pass a physical agility test.
5. Be able to meet the current Peace Officer Standards and Training (POST) medical standards for a peace officer and be free from any physical condition which might adversely affect the exercise of power as a peace officer.
6. Pass a POST background investigation, which includes a polygraph examination, an extensive Department of Justice criminal record check, an FBI check and a firearms clearance.
7. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
8. Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Peace officer applicants must obtain citizenship within three years after filing an employment application.
9. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
10. Required to be proficient in typical police weaponry and must meet department firearms qualification requirements.
11. Pass all required department and POST training.
12. Must possess and maintain CPR and First Aid Certificates within 6 months of hire.

13. Prefer bilingual (English/Spanish).
14. Prefer non-tobacco user.

ALL POLICE OFFICER JOBS

If the Police Reserve is also a regular employee of the City, the Police Reserve will not perform the same type of service which the individual is employed to perform by the City of Gilroy. Exceptions may exist on an occasional or sporadic basis only.