



## RESERVE POLICE OFFICER

\$30.46 Per Hour

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **RESERVE OFFICERS WANTED:**

The Cotati Police Department is in need of both experienced and inexperienced reserve Police Officers. Retired California Peace Officers who possess a current P.O.S.T. certificate are paid \$30.46 per hour. Entry level reserve Police Officers volunteer their time during Field Officer Training (F.T.O.) and are paid \$30.46 once they have successfully completed the F.T.O. program.

### **DEFINITION:**

Under general supervision, a Reserve Police Officer patrols an assigned area for the prevention of crime and the enforcement of law and order; carries out special assignments in the protection of life and property; and does related work as needed.

### **DISTINGUISHING CHARACTERISTICS:**

The Reserve Police Officer is typically the entry level class responsible for the performance of assigned law enforcement duties and responsibilities under general supervision. This classification is distinguished from the next higher classification of Police Officer in that the latter is responsible for performing the more complex and difficult tasks.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a Police Officer, Sergeant, or higher ranking position, depending upon assignment.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Patrols an assigned area in police vehicle, bicycle or on foot
- Answers calls for protection of life and private property and the enforcement of City, County and State laws
- Conducts preliminary or follow-up investigations of prowlers, burglaries, thefts, robberies, collisions, deaths, and disturbances
- Directs traffic, including regulation of vehicle flow at time of emergency or congestion
- Stops drivers who are operating vehicles in violation of laws and issues citations; issues citations for parking violations
- Collects and preserves evidence
- Testifies in court in connection with criminal prosecution

## POLICE OFFICER

Page 2

- Attends fire scenes to assist in the protection of life and property
- Serves warrants and subpoenas
- Prepares reports of arrests made, investigations conducted and unusual incidents observed
- Operates radio equipment
- Assist in booking and caring for prisoners
- Gives information and directions to the public as assigned
- May assist in conducting special studies of traffic or other police problems.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Reserve Police Officer**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent. During Field Training, Reserve Officers must volunteer at least two 10-hour shifts per week. Field Training must be completed within one year of appointment. Reserve Police Officers who successfully complete the City of Cotati Police Department Field Training Program will become Level One Designated (paid) Reserves.

**License/Certificate:** Candidates must currently possess a valid Class C California driver's license and certificate of completion of a Basic Police Academy certified by California Peace Officers Standards and Training (P.O.S.T.) received within the last three years. Former Peace Officer's must possess a Current Basic California P.O.S.T. Certificate.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:** Principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and investigation; applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, Vehicle Code and other related regulations, and court decisions; technical aspects of law enforcement activities, including juvenile programs, record keeping, automated records systems, search and seizure, code violations and care and custody of persons, and property; care, maintenance and operation of a variety of law enforcement radio, and personal equipment; methods and techniques of scheduling work assignments; police office procedures, practices, and equipment; basic principles of law enforcement information systems, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:** Gather, analyze and evaluate facts and evidence, and reach sound conclusions; work under pressure, analyze information and act quickly and calmly in emergency, and nonemergency situations; observe and accurately remember names, faces, numbers, incidents, and places; function with a significant degree of independence; interpret, explain and apply applicable laws, codes, and regulations; elicit information from upset and irate people; follow written and oral directions; administer first aid; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:** Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.

**SALARY AND BENEFITS:**

Level One (former peace officers or reserve officer who successfully complete FTO) Reserve Officers receive salary, no benefits. Level Two and Three Reserve Officers are unpaid.

**SELECTION PROCESS:**

**Selection Process:**

All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified applicants to interview. One or more selection interviews may occur during the interview process. Actual hire depends on success in the departmental selection process including selection interview, background investigation, and medical exam.

To apply please visit the City of Cotati employment website at

<https://secure.entertimeonline.com/ta/i.COC.jobs?JobsSearch>

Questions and or comments please call Katie Duran at 707-665-3624 or [Kduran@cotaticity.org](mailto:Kduran@cotaticity.org)

**PART I** – All completed applications will be reviewed by a screening committee. A copy of your POST Police Academy Certificate must be included with your application. Applications received without a copy of your POST Police Academy Certificate will be considered incomplete and will not be considered further in the process.

**PART II** – Successful candidates from the screening will be invited to an appraisal interview. The appraisal interview is designed to evaluate training, experience, and other job-related information.

**PART III** – Final selection of the candidate for the open position will depend upon successfully passing city-sponsored polygraph, physical and psychological examinations and a background investigation. All other candidates that successfully pass all phases of the selection process will be placed on an eligibility list that will be effective for one year from the date of the list.

**AFFIRMATIVE ACTION/EEO**

If, because of a disability or for religious reasons, you would like to arrange for an accommodation in order to participate in the appraisal interview, we encourage you to contact Katie Duran at 707 665-3624.

**FINAL FILING DATE**

This is a pool position and will remain open until filled.