

CITY OF IRWINDALE

RESERVE OFFICER I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces State and local traffic regulations; participates in and conducts a variety of criminal investigations; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Patrols designated areas of the City in car, on motorcycle, by foot, or other means to preserve law and order, discovers and prevents the commission of crimes, and enforces traffic and other laws and ordinances; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
2. Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, animal control, and related incidents; responds to and provides assistance at a variety of public service type calls that are non-criminal in nature.
3. Conducts investigations at scenes of incidents to which summoned or incidents observed; determines what, if any crime has been committed; identifies, collects, preserves, processes, photographs, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.
4. Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under Federal, State and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
5. Searches and transports prisoners for booking, processing, and housing.
6. Serves as liaison and public relations officer for the assigned area; establishes and preserves good relationships with the general public; may develop reliable informants and provide intelligence information to divisional and/or departmental personnel.
7. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
8. Participates in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
9. Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment.
10. Prepares a variety of reports including those on activities, operations, arrests made, and unusual

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incidents observed; prepares investigative reports and case information.

11. Testifies in juvenile, civil, traffic, municipal, and criminal courts, and parole and DMV hearings; prepares and presents evidence; responds to mandatory court calls during irregular hours.
12. Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at parades, festivals, riots, and other events.
13. Conducts property and building checks for physical security.
14. Answers questions from the public concerning local and State laws, procedures, and activities of the department.
15. As needed, performs the functions of a Dispatcher/Clerk, providing communications and records support.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive municipal law enforcement program.
Functions and objectives of the police department and other local, state, and federal agencies.
Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
Rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases.
Techniques and applications of self-defense and proper use of force.
Operational characteristics of police equipment, vehicles, and tools including firearms.
Use of firearms and other modern police equipment.
Methods and techniques used in interviewing witnesses, victims, or suspects.
Principles and applications of public relations.
Principles and practices of data collection and analysis.
English usage, spelling, grammar, and punctuation.
Basic principles of business letter writing and basic report preparation.
Standard broadcasting procedures of a police radio system.

Ability to:

Understand, interpret, apply, enforce, and make decisions in accordance with applicable Federal, State, and local policies, laws, and regulations.
Interpret and explain City law enforcement policies and procedures.
Think clearly and act quickly in a variety of situations.
Perform a wide range of law enforcement assignments.
Effectively use law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.

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Judge situations/people accurately.
Think clearly and act quickly in a variety of situations.
Conduct a variety of criminal and special investigations.
Gather, assemble, analyze, evaluate, and use facts and evidence.
Interview victims, complainants, witnesses, and suspects.
Accurately observe and remember names, faces, numbers, incidents, and places.
Control violent people and affect arrests.
Administer first aid.
Prepare clear and concise reports and routine correspondence.
Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Work irregular and on-call hours including weekends, evenings, and holidays.
Learn the geography of the local area.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

No experience is required.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid P.O.S.T. Basic Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments and deadly situations; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various

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locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates