

# CITY OF SCOTTS VALLEY

## CLASS SPECIFICATION

### POLICE RESERVE OFFICER (LEVEL I, II & III)

#### **JOB PURPOSE:**

Under direct supervision, to preserve the peace, protect life and property, prevent crimes, detect crimes, enforce laws and ordinances, project a positive public image to the community, and other job duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

Scotts Valley Police Department utilizes three (3) levels of Reserve Officers as described in Penal Code section 832.6(a)(1) and who are assigned specific police functions as authorized under Level I, Level II and Level III. Incumbents are expected to be able to perform the full range of duties required of the level appointed. Incumbents work rotating shift schedules which include nights, weekends and holiday work. This class is distinguished from the higher class of Police Officer as it is a volunteer, non-paid position.

#### **EMPLOYMENT QUALIFICATIONS (MINIMUM REQUIREMENTS):**

Proof at time of application that candidate will be at least twenty-one years of age at time of employment.

High school diploma or GED/equivalent.

Valid California motor vehicle operator's Class C or Class 3 license.

Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment in accordance with Section 1031.5 of the Government Code.

A record free of any felony convictions.

Must reside or be willing to relocate within a 60 minute drive to 1 Civic Center Drive, Scotts Valley within a time limit as set by the Chief of Police.

Successful completion of a California P.O.S.T. accredited Police Academy consistent with level of appointment.

Vision: Refer attached Sworn Officer Vision Standards.

Must be employed in the type of work which will not be a conflict of interest.

Must never have been discharged from another police agency due to disciplinary reasons or inability to perform job.

If accepted by this Department, he/she must:

Notify his/her employer that he/she is being considered as an applicant on the Scotts Valley Police Reserves and advise their employer of the obligations involved in participation. Their employer must be in agreement that he/she may leave work, if necessary, in an emergency situation.

A Reserve must be able to work a minimum required sixteen (16) hours of patrol time monthly. He/She must be able to work twenty-four (24) hours per month until completion of their training outline. He/she must also complete the appropriate training program for the level appointed and be evaluated in the same manner as a regular Officer. He/she then will be required to work a minimum of sixteen (16) hours per month.

Must be able to attend monthly reserve meetings.

Must be able to attend scheduled training sessions or special training events.

Must be able to obtain required equipment that is not provided by this Department within a reasonable length of time from employment.

**ABILITY TO:**

Learn, understand, interpret and apply modern police methods and procedures including patrol, crime prevention, traffic control, scientific investigation, the control of juvenile delinquency, Scotts Valley General Orders Manual, and the City of Scotts Valley Personnel Rules and Regulations; criminal law with particular emphasis on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure, and a presentation of evidence in criminal cases.

**POSITION DESCRIPTION (ESSENTIAL JOB FUNCTIONS):**

Scotts Valley Police Level I Reserve Officers may be required to perform any one/or combination of the following duties and tasks:

**I. PHYSICAL PERFORMANCE DUTIES:**

- A. Restraining/Subduing - Involved restraining and/or subduing individuals by means of baton techniques, locks, grips or holds, or restraining devices such as handcuffs. Examples - Subdue attacking or resisting persons using locks, grips or holds - use baton, chemical agent to subdue attacking or resisting persons - handcuff suspects or prisoners.
- B. Physical Performance - Involves physical activity such as lifting, carrying, dragging, climbing, jumping, running, etc. Examples - Wear a uniform with heavy and bulky equipment including bullet proof vest, gunbelt, gun, baton, handcuffs and other items - and, while wearing such a uniform, chase a suspect(s) long distances - while wearing such a uniform, chase a suspect over obstacles including at least 6' fences, heavy underbrush, or over or through other obstacles - lift/carry heavy objects (e.g., disabled persons or equipment) - pull oneself up over obstacles - climb over obstacles(e.g., walls) - balance oneself on uneven or narrow surfaces - use bodily force to gain entrance through barriers (e.g., locked doors).

- C. Weapons Handling - Involves demonstrating proficiency and accuracy in the use of required weapons at all times - Examples - Draw firearm - fire handgun at person - fire rifle at person - fire shotgun at person - use firearm, batons, and other equipment in a proper and safe manner - clean and service weapons.

## II. PATROL AND INVESTIGATION DUTIES:

- A. General Patrol Duties - Examples - Work outdoors at night and in rain, wind, and other poor/adverse weather conditions - work nights, long shifts, rotating shifts, and irregular hours - walk or stand for long periods - sit in or drive a car for long periods on a daily basis - frequently miss meals - maintain mental and physical ability throughout stressful emergency events - think clearly and act quickly in emergencies.
- B. Arrest and Detain - Involves arresting persons (with or without an arrest warrant) and guarding prisoners. Examples - Arrest persons with or without warrants - take into custody persons arrested by citizens - guard prisoners detained at facilities other than jail (e.g., hospitals, police department).
- C. First Aid - Maintain a current CPR/First Aid certificate - Examples - Administer CPR and mouth to mouth resuscitation - administer other first aid techniques.
- D. Surveillance - Tasks that require careful observation while following suspicious vehicles/persons, patrolling physically hazardous locations, operating observation posts, etc. (includes use of binoculars, photographic equipment, etc.). Examples - Clearly see license plate numbers and other details both nearby and from a distance - distinguish the color of clothing, vehicles, and other objects - see well in dark buildings, at night or in other low light situations - hear and identify faint or distant sounds - sensing odors (e.g., ability to smell fires, propane gas, marijuana, alcohol etc.) - observe and recognize unusual or dangerous situations or events - follow suspicious vehicles (e.g., suspect, suspicious persons, etc.) - organize or participate in formal or informal surveillance of individuals or locations (stakeouts) - monitor driver and pedestrian observance of traffic control devices from stationary position - clock speed/visually estimate speed of vehicles.
- E. Decision Making - Involves analysis, evaluation, and inquiry in order to make proper determinations (e.g., priority of required actions). Examples - Survey and evaluate accident scenes and incidents to determine priority of required actions - evaluate crime scenes to determine investigation procedures to follow and assistance necessary - analyze and compare cases for similarity for modus operandi - judge situations and people accurately.
- F. Review and Recall of Information - Involves review and study of information later recall such as wanted persons and vehicles. Examples - Review information to maintain a current knowledge of known criminals and criminal activity in area - review rap sheets and MO's of suspects - identify from memory wanted vehicles or persons - review reports and notes to prepare for testimony at hearings and trials - observe and accurately recall names, faces, numbers, incidents, and places.

- G. Chemical, Drug and Alcohol Testing - Involves physically or chemically testing for sobriety and/or presence of controlled substance. Example - Administer physical roadside sobriety and breathalyzer test - arrange for obtaining blood or urine samples for chemical analysis.
- H. Fingerprinting/Identification - Example - Dust and lift latent fingerprints - fingerprint prisoners and other persons.
- I. Inspecting Property and Persons - Involves examining, searching, checking and inspecting buildings, people, vehicles, objects, etc. - includes use of flashlights, spotlights and stroller meters/rollatapes to measure distance. Examples - Examine injured/wounded persons - examine dead bodies for wounds and injuries to determine nature and cause of death - examine unlocked businesses and dwellings for signs of illegal entry - examine suspicious or potentially dangerous objects (e.g., suspicious packages, downed power lines) - physically examine abandoned vehicles.
- J. Searching - Involves searching of buildings, persons, vehicles and the search for missing, wanted or lost persons, evidence, etc. Examples - Pat search suspects - physically search properties and vehicles for contraband, criminal activity, wanted subjects or evidence - search, collect and examine evidence from accident and crime scenes - search buildings, properties and vehicles to locate bombs and/or explosives - search remote areas for accident victims, dead bodies, escapees etc.
- K. Line Ups/Show Ups - Organizing and conducting line-ups, photo line-ups and show ups.
- L. Secure and Protect Property - Involves securing and protecting such things as accident scenes, vehicles, homes, and property. Examples - Protect accidents or crime scenes - preserve evidence and personal property.
- M. Office/Electronic Equipment - Ability to operate office equipment (keyboard, photocopier) and computerized information management system, including mobile data computer in patrol vehicle.

### III. TRAFFIC/MOTOR VEHICLE DUTIES:

- A. Emergency Driving - Involves high speed driving in all types of situations such as open road and in congested areas, etc. Examples - Engage in high speed pursuit driving on open roads or congested areas - respond as primary/or backup unit on crimes in progress.
- B. Traffic Control - Involves directing traffic using hand signals, flashlights, radar units, flares, traffic cones or other barriers/barricades.

### IV. ORAL COMMUNICATION DUTIES:

- A. Oral Communications - Involves conferring, advising, coordinating, interviewing, directing or conducting other verbal interaction with others in the English language. Examples - Speak clearly and be understood in both a calm voice and a commanding voice - hear and understand verbal conversations and instructions - confer with suspects, victims, witnesses, officers, attorneys, etc. - give verbal assistance/advice/counsel, etc. to victims, offenders, etc. - coordinate and take charge of situations by directing

citizens, other officers, or public service personnel, etc. - gather information by interviewing suspicious persons, complainants, witnesses, victims, etc. - conduct public relations activities such as making presentations to community groups, working with public agencies, delivering death and emergency messages.

- B. Mediation - Involves mediating confrontation with hostile or potentially hostile people and mediating inter-personal disputes. Examples - Mediate family and civil disputes - diffuse potentially violent situations - maintain the ability to be flexible in dealing with people and events - control your temper even under considerable provocation and in dangerous and volatile situations - exercise inter-personal sensitivity with all types of people in varying situations - control hostile groups (e.g., bar patrons, etc.).
- C. Using Radio/Telephone - Involves communication devices such as patrol car radio, walkie-talkies, base station radio, telephone, E-9-1-1 system. Examples - Hear and understand communications over a two-way radio - operate radio and/or other electronic equipment - transmit messages over police radios - receive incoming calls from the public - be able to understand and operate all E-9-1-1 equipment related to receiving and dispatching E-9-1-1 calls.

**V. WRITTEN COMMUNICATIONS:**

- A. Paperwork - Generating, processing and maintenance of written information in English - Examples - Process custody paperwork - book evidence and personal property.
- B. Reading - Statutes, legal transcripts, reports, memos, training material, etc. in English. Examples - Read and understand written laws and departmental rules, regulations and procedures.
- C. Writing and Diagraming - Forms, citations, reports, and depicting crimes/accident scenes in schematic form in English. Examples - Write clear and accurate reports - observe, investigate and accurately record/diagram accident and crime scenes - summarize in writing statements of witnesses, complainants, etc. - estimate vehicle speed using physical evidence and mathematical formulas or graphs.

**APPROVED BY THE CITY COUNCIL: February 15, 2006**