



# CITY OF CHINO

## Reserve Police Officer

### **Definition:**

Under general supervision, assists Police Officers in the performance of general law enforcement, traffic control, jail duties, patrolling special events and related work as assigned.

### **Class Characteristics:**

Reserve Police Officers must attend a three (3) hour Reserve Police Officer meeting and a two (2) hour firearms range qualification each month; and, be available to work weekends, evenings, and special events.

### **Essential Functions:**

- Patrol, either in an automobile, bicycle or on foot, an assigned area during an assigned shift and look for indicators of possible criminal activity or threats to life and property; answer calls for the protection of life and property and the enforcement of City, county, and state laws.
- Conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle collisions, deaths, and other criminal incidents.
- Serve subpoenas and warrants; make arrests; and, receive, search, fingerprint, book, and transport prisoners.
- Interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; and, testify and present evidence in court.
- Write reports and field notes; participate in staff development; attend briefings and training sessions; and, perform routine maintenance on assigned patrol vehicle, firearms, and other equipment.
- Make traffic stops and detain suspicious persons; issue warnings and citations; check buildings for physical security; and, direct traffic at special events and emergency or congested situations.
- Provide assistance and routine information to the public; administer first aid; respond to calls for medical assistance; and, establish and maintain good relationships with the general public.
- Work weekends, evenings, and special events.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

**Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

**Education:**

- High School Diploma or G.E.D. (required).

**Working knowledge of:**

- Modern practices and techniques of law enforcement, patrol, investigation, and public relations.
- Vehicle and Penal Codes.
- Laws of arrest, search, and seizure.
- Rules of evidence.
- Legal rights of citizens.
- Court procedures.

**Skill in:**

- Report writing.
- Use and care of firearms.

**Ability to:**

- Observe accurately and remember faces, numbers, incidents, and places.
- Think and act quickly in emergencies and judge situations and people accurately.
- Represent the City in a variety of meetings.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written report.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Make clear and concise radio transmissions.
- Understand and follow verbal and written directions.
- Deal constructively with conflict and develop effective resolutions.
- Work safely, efficiently, and independently and demonstrate initiative.
- Establish and maintain cooperative working relationships.
- Meet the established physical requirements.
- Meet Police Officer requirements contained in the California State Government Code.
- Establish and maintain cooperative working relationships with the community.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.

**Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Enrollment in, or successful completion of, a Reserve Level II Police Academy.
- Possess U.S. Citizenship at time of appointment.
- Receive satisfactory results from a background investigation, polygraph test, psychological evaluation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category IV; 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 18, 19, 20, 22.

Link to description [here](#)

**Employee Unit:**

Part-time/Temporary/Seasonal.

Revised: 10/31/06

Replacing Reserve Police Officer classification specification dated 8/1/02.

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