

RESERVE POLICE OFFICER

LEVEL I-II-III

Under direct supervision from the Reserve Coordinator or his/her designee, and/or under the supervision of the watch commander or Detective Sergeant, assist sworn officers in the enforcement of law and order; protect life and property; maintain a calm and safe community.

QUALIFICATIONS FOR ALL

LEVELS

- Be at least 21 years of age
- High school diploma or equivalent.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
- Pass a complete background investigation, physical agility test, psychological and polygraph examination.
- Pass a medical examination, which includes a drug screen test.
- Maintain a valid CPR and First Aid Certification.
- Prefer non-tobacco user.
- Prefer bilingual (English/Spanish).

LEVEL III ADDITIONAL QUALIFICATIONS

You 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)
- Level III course (98 hours)

Attach a copy of your P.O.S.T. certificates to the application.

LEVEL II ADDITIONAL QUALIFICATIONS

You must have taken and successfully completed the following course work in the last three years:

- Level III Module (162 hours)
- Level II Module (224 hours)

Attach a copy of your P.O.S.T. certificates to the application.

LEVEL I ADDITIONAL QUALIFICATIONS

You must have taken and successfully completed the following course work in the last three years:

- Level III Module (162 hours)
- Level II Module (224 hours)
- Level I Module (344 hours)
- Complete a P.O.S.T. approved field-training program
- Complete 200 hours of general law enforcement work
- Complete a minimum of 24 hours of Continuing Professional Training (CPT) every two years

Attach a copy of your P.O.S.T. certificates to the application.

LEVEL III DUTIES

Complete booking on arrests, including but not limited to fingerprinting, photographs, booking and medical forms; comply with state laws and department regulations regarding prisoner segregation, safety rights and overall work; make timely notification for Multi-Service Officer and/or watch commander of detention facility conditions and incidents involving prisoners; perform and log Jail Checks; ride on Patrol with Reserve FTO and assist Regular Officers; may be required to assist in property and evidence collections and processing; properly operate, care for and maintain department equipment; may be required to provide written statements or keep logs on incidents which occur in the holding facility or involving prisoners; fingerprint and photograph citizens as required; lift and carry equipment and supplies; assist in maintenance of files and indexes; may be required to do computer data entry; operate department vehicles as directed; assist in preparation of property for auction; depending on expertise, may be assigned special non-enforcement assignments to be defined as the need arises; must work a minimum of 16 hours per month; perform related work as required.

LEVEL II DUTIES

With academy-trained officers, perform mobile patrol or fixed post in an assigned

area for the prevention of crime and the enforcement of traffic laws and regulations; prepare reports on offenses and damage to property as required; make arrests and take law enforcement actions as directed; respond with partner officer to radio and telephone dispatches; assist in controlling crowds and traffic at scenes of emergencies; work two parades per year with other Reserves; issue citations and serve warrants; appear in court; request medical attention for victims, citizens, and suspects; render First Aid/CPR to persons in need; care for and maintain departmental equipment; perform in specialized functions when assigned; participate in related training programs; work traffic and crowd control; assist in service of search warrants and mass arrests when sweeps are conducted; assist detectives with surveillance and specialized investigations; may be required to assist in property and evidence collection and processing; work a minimum of 16 hours per month; perform related work as required; transport prisoners; may be required to work SWEEP/Curfew Program.

LEVEL I DUTIES

Perform mobile or fixed post in an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; investigate and

prepare reports on accidents, offenses and damage to property; make arrests and take law enforcement action as appropriate; respond to radio and telephone dispatches; work a minimum of 16 hours per month; note and report traffic hazards, assist in controlling traffic at scenes and emergencies; give verbal warnings, issue citations and serve warrants; work with juveniles; intervene in private or public disputes to protect the public; appear in court; investigate complaints; request medical attention for victims, citizens and suspects when necessary; interview persons whose actions are suspicious; render First Aid/CPR to persons in need; care for and maintain departmental equipment; work traffic and crowd control; work two parades per year with other reserves; report vice conditions; perform in specialized functions when assigned; participate in related training programs; may be required to speak in front of community groups; assist in service of search warrants and mass arrests when sweeps are conducted; assist detectives with surveillance and specialized investigations; may be required to work SWEEP/ Curfew Program when in operation; transport prisoners; perform related work as required.

The City of Gilroy encourages Workforce diversity and is an equal opportunity employer.

THE COMMUNITY

The City of Gilroy is in one of the fastest growing counties in California. Gilroy is a developing community in transition with a current population of 51,173. The small family farms of the past have given way to sophisticated seed culture, high tech food processing, recreational shopping, and modern wine production. With its Mediterranean climate, mild temperatures, and an abundance of award-winning parks, Gilroy will win your heart!

Gilroy is situated in the fertile Santa Clara Valley, just 15 miles from the Pacific Ocean, surrounded by lush, rolling hills, and is strategically located at the junction of two key highways: U.S. 101 and U.S. 152.

Overall, Gilroy is an ideally located city offering an outstanding quality of life, well-planned growth, and an economic and social environment which make it an excellent place to live and work.

THE CITY GOVERNMENT

The City of Gilroy was incorporated in March of 1870 and celebrated its 130th birthday at the turn of the century. A full service city, we operate under the Council/Administrator form of government. Policy decisions and legislative authority are vested in the Mayor and six-member City Council.

RECRUITMENT PROCESS

Complete and submit the following:

- City of Gilroy Employment Application
- Copy of each P.O.S.T. Reserve Officer Training Certificates (i.e. Module I, II, & III)
- A completed Self-Attestation Form
- A résumé is highly desired and may be attached to the application materials

Only neat and complete application materials will be considered. Applications may be obtained at the Human Resources Department, City Hall, or by calling our Job Hotline at (408) 846-0406. An employment application may be downloaded from the City of Gilroy website:

<http://www.ci.gilroy.ca.us/hr>

Note: Application materials will be deemed incomplete if all required documents are not submitted.

Attention: All communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT APPLICATIONS TO:
CITY OF GILROY
HUMAN RESOURCES DEPARTMENT

THE CITY OF GILROY

IS RECRUITING FOR THE
POSITION OF:

RESERVE POLICE OFFICER LEVEL I-II-III



DEADLINE TO APPLY:

CONTINUOUS RECRUITMENT

VOLUNTEER STATUS

Reserve Police Officers function in a volunteer capacity. There are a few paid assignments. The department furnishes required uniforms and equipment.