

EMPLOYMENT OPPORTUNITY
CITY OF IRWINDALE



5050 N. Irwindale Avenue, Irwindale, CA 91706 (626) 430-2200

RESERVE POLICE OFFICER I

(Part-time at-will position limited to 999 hours per fiscal year with no benefits)

\$34.34 per hour

POSITION:

Under supervision, performs law enforcement and crime prevention work. Reserve Police Officers are required to work a minimum of twenty (20) hours per month, typically two (2) ten-hour shifts and one (1) three-hour training meeting, but may also be required to work additional hours.

ESSENTIAL DUTIES: (Duties may include, but are not limited to the following):

- Patrols assigned areas by vehicle or on foot
- Responds to routine calls for service
- Enforces state and local laws and regulations
- Directs and controls traffic
- Prepares reports
- Appears and testifies in court
- Works in assigned divisions including police records, communications, front desk and detective bureau
- Performs related duties as assigned

QUALIFICATIONS:

Knowledge of: modern law enforcement methods and procedures involving police records, patrol, crime prevention, traffic control, investigation and identification techniques and equipment; vehicle and penal codes; criminal law and procedures with regards to the apprehension, restraint, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases; legal rights of citizens; court procedures; record-keeping procedures; proper report writing procedures; self-defense tactics; interviewing and interrogation techniques; health and safety code pertaining to controlled substances; proper use and care of firearms; police communications and CAD systems; office equipment operation including computers and applicable software; proper English, spelling, and grammar; and standard safety practices. **Ability to:** deal courteously but firmly with the general public; understand and carry out oral and written directions; work independently; observe, remember, record and recall pertinent facts and details; apply knowledge (i.e., laws, department policies, etc.) in analyzing information in order to decide on appropriate and reasonable course of action; rationally and calmly take effective action in emergency situations; communicate clearly and concisely, orally and in writing; establish and maintain cooperative relationships with those contacted in the course of work.

REQUIREMENTS:

Must be at least 21 years of age; U.S. citizen or resident alien who has applied for citizenship at the time of application; must possess a valid Class C California driver's license; must be free of felony criminal convictions or those involving moral turpitude; must meet POST guidelines for both near and far vision, the ability to distinguish colors and acute hearing, sufficient to perform all of the essential functions of the position. **Physical Demands:** requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, crawling, climbing, kneeling, bending, crouching, squatting, stooping; getting in and out of a patrol vehicle for up to 100 times per day and the ability to lift up to 165 pounds in the performance of daily activities; work outdoors in all weather conditions; work in hazardous situations which may involve abusive persons, potential physical violence and the potential risk of exposure to cold, heat, noise, vibration, explosive materials and biological, chemical, mechanical and electrical hazards in the performance of law enforcement duties.

EDUCATION AND TRAINING:

Education: High school diploma is required; a GED or High School Equivalency Certificate is acceptable if supplemented by 16 college level units in Administration of Justice or related subjects.

Training: must possess a Certificate of Completion from any one of the following POST approved Training Certificates to qualify for Level I (non-designated) status:

- POST approved Reserve Police Academy, Level I, II, and III modules or;
- POST approved Basic Police Academy or;
- POST Basic Certificate or;
- POST Reserve Officer Certificate

SELECTION PROCESS:

Applications will be reviewed and those candidates whose experience most closely fit the needs of the City shall be invited to continue in the recruitment process. The successful candidate shall be required to pass a comprehensive background investigation including livescan, polygraph examination, psychological evaluation, and a medical examination including stress test and a controlled substance test.

APPLICATION PROCESS:

To be considered for this position, please submit an application packet consisting of: (1) a completed City employment application form, (2) copy of a POST Certificate of Completion (as listed in the *Training* section above), and (3) answers to the supplemental questionnaire. Applications may be picked up at Irwindale City Hall located at 5050 N. Irwindale Avenue, Irwindale, CA 91706 or may be downloaded from the City's website at www.irwindaleca.gov. Completed application materials must be submitted by the final filing date. ***Please note that postmarks, faxes, or e-mails will not be accepted.***

DEADLINE TO APPLY: CONTINUOUS (recruitment may close at any time)

All applicants must be legally eligible for employment in the United States. Applicants with legal disabilities who require special testing arrangements must contact Human Resources at least five (5) working days prior to the examination date. The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained in this bulletin may be modified or revoked without notice. The City of Irwindale does not discriminate and is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE

The first part of the selection process for Reserve Police Officer I will be an evaluation of your training and experience. The information you provide in your application packet will be used to evaluate your overall qualifications and to determine whether you will receive further consideration and continue in the selection process.

Resumes or referring to a resume in lieu of a response on the application form are not acceptable. The supplemental questionnaire is required in addition to the City of Irwindale employment application form. ***Application packets received without answers to the supplemental questionnaire will be considered incomplete.***

Clarity, conciseness, and completeness of responses to these questions will be taken into account during the screening process. Responses will be evaluated and only those applicants who demonstrate the best potential in meeting the City's needs shall be given further consideration in the selection process. All application materials must be typed or legibly printed.

1. Why do you want to work for the Irwindale Police Department?
2. Describe any experience, education, or training you had in law enforcement that makes you a good candidate for this position.
3. What do you feel is the most effective approach to community policing?
4. Have you ever been convicted of any charges, other than minor traffic citations? If yes, please explain circumstances. (Note: Conviction of a misdemeanor or felony will not necessarily result in automatic disqualification for the position.)