



RESERVE POLICE OFFICER PROGRAM COORDINATOR

DEFINITION

Under general supervision, coordinates the City's Reserve Police Officer program; conducts law enforcement and crime prevention activities; supports community policing efforts; performs a variety of technical and administrative tasks in support of law enforcement services and activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned sworn supervisory or sworn management personnel. Exercises technical and functional direction over Reserve Officer volunteers.

CLASS CHARACTERISTICS

This is a temporary part-time, sworn classification with full arrest and citation powers under California Penal Code responsible for coordinating the City's Reserve Police Officer program. Temporary employees typically work less than twenty-eight (28) hours per week, not to exceed 990 hours in a fiscal year (July 1st through June 30th). The expected duration of the employment is six (6) months or fewer, dependent on the needs of the City. Temporary employees are not eligible for benefits, excluding those benefits prescribed by law.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Coordinates, leads, and participates in the day-to-day operations of the reserve officer program.
- Monitors the overall effectiveness of the reserve officer program.
- Assigns reserve personnel to patrol shifts, special events, and other department activities.
- Performs pre-employment background investigations for applicants seeking employment with the police department or applicants with access to the police department.
- Conducts reserve staff meetings to share important department updates, upcoming assignments, discuss significant calls for service, and provide training; establishes and maintains a reserve call-out roster.
- Preserves public peace and the protection of life and property by preventing crime and enforcing all laws; conducts preliminary or follow-up investigations; prepares reports on arrests made, activities performed, and unusual incidents observed.
- Responds to and resolves difficult and sensitive citizen inquires and complaints.
- Directs traffic and/or performs crowd control during special events and in emergency situations.

- Ensures reserve officer performance evaluations are completed within the required timeframes.
- Monitors individual reserve officer performance and provides training as necessary.
- Serves as a liaison with other agency reserve officer programs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organizing groups, programs, and services in a law enforcement environment.
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities.
- Basic principles and practices of leadership and training.
- Principles, practices, and procedures of modern law enforcement and operations.
- Use, operation, and maintenance of firearms and other modern police equipment.
- Pertinent federal, state, and local laws, regulations, codes, and ordinances, criminal law, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities.
- Principles and procedures of police report preparation.
- Principles and practices of conflict resolution.
- Recent developments, current literature, and sources of information related to police science and public safety.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, schedule, assign, and oversee the activities of assigned reserve staff.
- Plan, coordinate, review, and evaluate the reserve officer program.
- Apply City and departmental policies, procedures, and organizational priorities related to the program as needed.
- Train reserve officers on work procedures and requirements.
- Understand, interpret, apply, and act in accordance with federal, state, department, and local policies, procedures, laws, and regulations.
- Gather, assemble, analyze, evaluate, and use facts and evidence; demonstrate keen powers

of observation and memory.

- Analyze situations correctly and adopt quick, effective, and reasonable courses of action with regard to surrounding circumstances.
- Understand and carry out oral and written directions.
- Maintain accurate records and prepare clear reports and other written materials.
- Recognize dangerous situations and make sound, independent decisions; use good judgment and think clearly and effectively in all situations.
- Properly use and care for firearms and other work-related equipment.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to graduation from high school, supplemented by 30 college-level semester units from a regionally accredited educational institution;

AND

One (1) year of experience as a sworn Level II reserve law enforcement officer in a California POST participating law enforcement department or agency.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Completion of California Commission on Peace Officer Standards and Training (POST) Level II Reserve Officer Module or completion of POST Basic Academy.

PHYSICAL DEMANDS

Must possess mobility to perform law enforcement officer duties and work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle in emergency situations and at high rates of speed to respond to calls for service; ability

to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to maintain the required firearms qualification, read printed material, view a computer screen and to recognize and identify degrees of similarities or differences between characteristics of colors, forms, textures; be free from other visual impairments that would restrict the ability to perform law enforcement duties; audio-visual acuity, perception and discrimination sufficient to accurately hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles; hearing and speech to communicate in person, before groups, and over the telephone and radio; finger dexterity to operate standard office equipment, firearms, vehicles, radios, and computers, and access, enter, and retrieve data using a computer keyboard; the mobility as well as physical and mental strength and stamina to respond to emergency situations; the ability to frequently walk, stand, bend, stoop, kneel, reach, and push and pull objects; and occasionally lift, carry, push, and pull materials, objects, or people up to 165 pounds to perform the required job functions; Continuously wear utility belt or vest and other police equipment of 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in the field and frequently may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing laws, ordinances, and departmental policies and procedures. The duties of this class are performed in an environment with exposure to emergency situations, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be 21 years of age at time of appointment. Must be a United States citizen at time of appointment. Candidates must pass a thorough background investigation.

Must be willing to work emergencies as well as evenings, weekends, and holidays. Must meet physical, psychological, and background standards established by POST as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. This classification requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	Month and Year
Revised	December 2023
FLSA	Non-Exempt
Salary Schedule	Temporary Part-Time/