



# Reserve Police Officer-City of Mendota

<p><b><u>Salary Range:</u></b></p>	<p>Volunteer Status (minimum of 12 hrs. donated per mo.) FLSA Non-Exempt May be compensated for special events or assignments at an hourly rate.</p>
<p><b><u>Benefits:</u></b></p>	<p>The City provides liability and workers compensation insurance.</p>
<p><b><u>Basic Function:</u></b></p>	<p>Under general supervision of the Chief of Police, Reserve Officers are responsible for day-to-day quality assurance in serving and protecting the citizens of Mendota including but not limited to: law enforcement; crime prevention; traffic flow and enforcing state and local traffic regulations; and completes other related work as required.</p>
<p><b><u>Representative Duties:</u></b></p>	<ul style="list-style-type: none"> <li>• Patrols the City in a radio car or on foot;</li> <li>• Performs as a traffic officer, juvenile officer, investigator, and school resource officer;</li> <li>• Investigates crimes;</li> <li>• Apprehends law breakers;</li> <li>• Transports prisoners to City and County jail;</li> <li>• Serves warrants;</li> <li>• Provides assistance to officers from other law enforcement agencies;</li> <li>• Watches for disturbances and suspicious activities;</li> <li>• Answers calls and investigates complaints;</li> <li>• Secures evidence;</li> <li>• Testifies in court;</li> <li>• Books, fingerprints and photographs prisoners;</li> <li>• Writes detailed and accurate reports of police duties and activities during each shift;</li> <li>• Performs other required duties relative to police work.</li> </ul>
<p><b><u>Knowledge, Skills and Abilities:</u></b></p>	<p><b>Knowledge of:</b> Familiarity with police methods and objectives; interest and enthusiasm for police work.</p> <p><b>Skill and Ability to:</b> Deal courteously with the public and work cooperatively with others; be alert and use good judgment; obtain a standard first aid/ Cardio Pulmonary Resuscitation</p>

	<p>(CPR) certificate; learn standard broadcasting procedures of the police radio system; learn laws of arrest pertinent to local and state laws; learn the use and care of firearms.</p> <p><b>Attitude:</b></p> <p>Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public; willingness to follow a prescribed routine and to work as assigned.</p>
<p><b><u>Education and Experience:</u></b></p>	<p>U.S. high school graduate; passed the GED test; passed the California High School Proficiency Exam; or attained a two (2) year or four (4) year degree from an accredited college or university.</p> <p>No former law enforcement experience required</p> <p>Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs</p> <p>Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a thorough background investigation with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.</p> <p>Must have completed a POST certified course of instruction and qualify as either a Level I, II, or III Reserve Police Officer.</p>
<p><b><u>Required Material:</u></b></p>	<ol style="list-style-type: none"> <li>1. City of Mendota Employment Application</li> <li>2. Certificate of Completion of POST approved Reserve Officer Course.</li> </ol>
<p><b><u>Application Deadline:</u></b></p>	<p>Continuous</p>
<p><b><u>Contact Information:</u></b></p>	<p>City of Mendota 643 Quince Street Mendota, CA 93240</p> <p>(559) 655-3291</p>
<p><b><u>Notes:</u></b></p>	<p>It is the applicant's responsibility to make sure that all required material has been received.</p> <p>The City of Mendota is an Equal Opportunity employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.</p>