



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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# **Reserve Police Officer**

## **Volunteer Position**

***\*Continuous Recruitment\****

### **The Opportunity & Ideal Candidate:**

The San Gabriel Police Department Reserve Unit was established to supplement and assist full-time sworn police officers in their duties. The ideal Reserve Police Officer will strive to meet the highest ethical, moral and professional standards set forth by this department.

Applicants must be willing to work flexible hours, which may include holidays, mornings, afternoons, weekends and evening shifts. Reserve Police Officers are required to volunteer a minimum of 16 hours each month.

### **Position Summary:**

Under general supervision, the Reserve Police Officer performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable Federal, State, and local laws; carries out special assignments in a particular phase of police work; performs other related duties as required.

Patrols assigned areas by car, foot, or bicycle; performs crime suppression and prevention activities; conducts initial and follow-up investigations; interviews suspects, victims, complainants, and witnesses; answers call for service and complaints, including but not limited to domestic disturbances, health code, and local ordinance violations; performs surveillance activities; conducts chemical, drug, and alcohol testing; investigates suspicious circumstances.

Enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the regulation of juvenile delinquency; counsels and educates the community; administers first aid in cases of emergency; transports, books, and is responsible for the care and custody of detained persons.

May serve in a variety of special program areas, including narcotics, investigations, Special Enforcement Team, gang suppression, Sex/Arson/Narcotics Registrant compliance, school resources officer or other specialized areas of assignment.

Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; provides information and referrals in non-criminal situations; contacts and cooperates with other law enforcement agencies as warranted.

Responds to questions, concerns and requests for service from the general public; assists the public and answers questions; provides information as appropriate and resolves complaints. Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

Officers must be capable of communicating effectively (orally, in writing, and over the police radio), operating an emergency vehicle and a variety of law enforcement equipment (including firearms), exercising good judgment during an emergency or tense situation, and refusing to participate in or tolerate unethical behavior.

## Minimum Qualification:

High school graduate or equivalent; possess a valid CA Vehicle Operator's License; be at least 21 years of age at time of appointment as a Police Reserve with no felony convictions; a citizen of the United States or a permanent resident alien who is eligible and has applied for citizenship attainable within three years of filing application for employment.

All applicants shall be required to meet and pass the same pre-employment procedures as full-time Police Officers before appointment. Before appointment to the Police Reserve Unit, all applicants must have completed, or be in the process of completing, a California P.O.S.T. approved basic academy or extended basic academy. Additionally, each Reserve Police Officer is required to complete a five-phase field training program upon hire.

## Compensation:

***As there is no hourly pay, compensation for reserve officers is as follows:***

- **Public Safety Equipment** – All reserve officers are issued two sets of uniforms and all designated attire and any safety equipment. All property issued to a reserve officer shall be returned to the Department upon separation from the program. Reserve officers shall receive a yearly uniform allowance equal to that of full-time officers, as stipulated in the current Memorandum of Understanding.
- **Court Appearances** – All reserve officers subpoenaed to court shall be compensated for in pay in the same manner as that of a sworn regular full-time officer in accordance with the policies and procedures of this Department and Memorandum of Understanding (MOU). Compensation will be equal to that of a top step officer at time and one-half.

## Examination:

The examination process will consist of a writing skills assessment and an Oral Board covering general knowledge, police aptitude and judgment, and ability to understand and comply with oral and written directions. Candidates must also pass a physical agility test, a background investigation, psychological evaluation, and a polygraph examination. Prior to the first day of hire, candidates must pass a medical exam, which includes a drug/alcohol screen. It is up to the discretion of the Chief of Police whether or not to waive the physical agility test.

## Application Procedure:

Candidates must complete a City of San Gabriel application, supplemental application form, and attach a copy of a high school diploma or GED and/or copies of any college degrees possessed. Academy graduates must also submit a copy of their P.O.S.T. Basic Certificate and any other P.O.S.T. certificates, such as Module I, II, or II Certificates. Those currently enrolled in a similar program should submit proof of enrollment in a Basic or Extended Police Academy.

**The City will accept applications on a continuous basis.** To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). *Faxed, emailed, or hard copies of applications and/or résumés are not accepted.*

**NOTE:** The City of San Gabriel maintains a drug, alcohol and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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## HUMAN RESOURCES DEPARTMENT

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