

The City of Newark invites applications for the volunteer position of

## RESERVE POLICE OFFICER

VOLUNTEER OPPORTUNITY

### THE POSITION

This is general law enforcement work on an intermittent, voluntary basis assisting police officers in law enforcement activities. This volunteer position involves responsibility for assisting regular police officers in their duties and providing supplemental police protection service for citizens, corporations, or organizations, as assigned. The duties involve the protection of life and property, prevention and investigation of crimes, apprehension of criminals, and the enforcement of laws and ordinances. Reserve Officers serve as support to regular officers in the Patrol Division, the Detective Division and the Records Division. Reserve Officers are required to contribute a minimum of sixteen hours of service per month. Reserves are required to complete state-mandated training before assignment to regular reserve duties. The Newark Police Department will provide specified portions of this training. The remainder of the required training is the responsibility of the Reserve Officer Trainee. The Police Department will assist trainees in locating and completing required courses not available directly through the City of Newark. Specific information concerning the composition of state-mandated training requirements may be obtained from the Newark Police Department Reserve Coordinator and/or the Reserve Liaison Officer at 510-793-1400, ext. 756.

**Illustrative Examples of Work** - The Reserve Police Officer may patrol a portion of the City in the company of a regular police officer and give assistance as directed by the officer; control crowds at large public gatherings; and perform related tasks as required.

**Knowledge, Abilities and Skills** - This position requires some knowledge of police practices and methods and familiarity with the geography of the City of Newark, including location of buildings and streets. Further required qualities include the ability to cope with situations firmly, courteously, tactfully and with respect for the rights of citizens; establish and maintain effective working relationships with other employees and the general public; and the physical strength and agility and emotional stability sufficient to meet police duty requirements.

**Qualifications** - Candidates must possess the following minimum qualifications:

- Level II or Level I POST Entry Level Training (Please see attached Reserve Training Requirements information sheet)
- U.S. Citizenship or permanent resident (California State law requires that permanent resident aliens who desire to be employed as reserve police officers must apply for citizenship before applying for reserve police officer).
- High school diploma, GED, or equivalent.
- Valid Class C California driver's license and a satisfactory driving record.
- Age 21 by date of appointment.
- Physical capacity to meet standards established by the City of Newark.
- 20/20 corrected vision in both eyes.
- 20/80 uncorrected vision (both eyes) for those wearing glasses or hard contact lenses. Uncorrected vision requirements may be waived for persons wearing soft contact lenses upon verification of vision stability.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

CITY OF NEWARK HUMAN RESOURCES DEPT \* 37101 Newark Blvd., 4<sup>th</sup> Floor \* Newark, CA 94560  
Phone 510-578-4267 \* Fax 510-578-4259 \* email: HR@newark.org

# **RESERVE POLICE OFFICER**

## **SELECTION PROCESS**

The selection process will consist of a review of applications to determine those candidates who are qualified. Qualified candidates may be invited to continue in the selection process, which may include any combination of the following: an oral interview and a physical agility exam. The physical agility exam will consist of the following events: (1) 99 Yard Obstacle Course: a short distance foot pursuit simulation; (2) Body Drag: lifting and dragging a 165 pound dummy; (3) Fence Climbs: scaling of a 6' solid wood and 6' chain link; (4) 500 Yard Run: simulates a long distance foot pursuit. Candidates successful in the examination process will be required to undergo a thorough background investigation including, but not limited to, work history, education, conviction record, a polygraph test, a psychological evaluation, and a medical examination at City expense, which will include testing for the presence of drugs and alcohol. Candidates must be successful in all phases of the selection process to be considered for the position of Volunteer Reserve Police Officer.

## **GENERAL**

Reserve Officers are required by law to sign a loyalty oath. Upon appointment to the position a monthly uniform allowance of \$200 will be provided. The information herein is subject to change and does not constitute either an expressed or implied contract.

## **APPLICATIONS**

To be considered for this volunteer position, applications & applicant statement must be submitted to the City of Newark, Human Resources Department, 37101 Newark Boulevard, 4th floor, Newark, CA 94560. Application packets will be mailed upon request. To request an application packet or more information, please call 510-578-4267 or e-mail "HR@newark.org".

## **FINAL FILING DEADLINE**

Applications will be accepted on a continuous basis. The selection process will begin when a sufficient number of volunteer applications have been received. Candidates will be notified by mail when the examination process begins.

# RESERVE TRAINING REQUIREMENTS

January 2002

## ENTRY LEVEL TRAINING

The Regular Basic Course – Modular Format is the current training system for Level I, II, and III reserves. It replaced the Module A, B, C and D training effective July 1, 1999. Effective January 1, 2002 the testing system was modified which caused 4 hours of testing time to be moved from the Level I Module to the Level II Module.

### Level III Reserves\*

- Level III Module (2 parts):
  - PC 832 Course           64 hours
  - Level III Course       98 hours
  - Total                   162 hours

### Level II Reserves

- Level III Module       162 hours
- Level II Module       228 hours
- Total                   390 hours

### Level I Reserves

- Level III Module       162 hours
- Level II Module       228 hours
- Level I Module       340 hours
- Total                   730 hours

## FIELD TRAINING PROGRAM

- Level II and III       Not required
- Level I               400 hours

## CONTINUING PROFESSIONAL TRAINING

- Level III               Not required
- Level II and I       24 hours every 2 years

*\* The City of Newark does not accept Level III Reserves. All Newark Reserve Police Officers must be Level II or Level I Reserves. However, applications will be accepted, and the testing process will begin for those individuals who have completed the Level III Training program, and who are currently enrolled in the Level II training program. Appointment to the position will not occur though until the individual has completed the Level II training program.*

## RESERVE PEACE OFFICER STATUS SUMMARY

APPOINTMENT	AUTHORITY	ASSIGNMENT	SUPERVISION	TRAINING
<p>LEVEL I</p> <p>830.6 (a) (1) PC 832.6 (a) (1) PC</p>	<p>24 hours* or only for the duration of the person's specific assignment</p>	<p>GENERAL LAW ENFORCEMENT</p>	<p>Same as Regular Officer (Determined by the agency)</p>	<p>Regular Basic Course **</p> <p>Field Training Program (400 hours)</p> <p>CPT (24 hours every 2 years)</p>
<p>LEVEL II</p> <p>830.6 (a) (1) PC 832.6 (a) (1) PC</p>	<p>Only for the duration of the person's specific assignment</p>	<p style="text-align: center;">GENERAL LAW ENFORCEMENT</p>  <p style="text-align: center;">LIMITED SUPPORT DUTIES: May work assignments authorized for Level III Reserve Officers</p>	<p>Immediate supervision by a peace officer who has completed the POST Regular Basic</p> <p>Without immediate supervision</p>	<p>Level III and Level II Modules (390 hours)</p> <p>CPT (24 hours every 2 years)</p>
<p>LEVEL III</p> <p>830.6 (a) (1) PC 832.6 (a) (1) PC</p>	<p>Only for the duration of the person's specific assignment</p>	<p>LIMITED SUPPORT DUTIES: Traffic control, security at parades and sporting events, report writing, evidence transportation, parking enforcement and other duties that are not likely to result in physical arrests. May transport prisoners without immediate supervision. No Patrol.</p>	<p>Supervised in the accessible vicinity by a Level I Reserve Officer or a full-time Regular Officer employed by a law enforcement agency authorized to have reserve officers</p>	<p>Level III Module (162 hours)</p>

\* Agencies may appoint a Level I Reserve Officer (who has completed the POST Regular Basic Course) to full 830.1 PC powers and duties (24 hour) by authority of a city/county ordinance/resolution (830.6 (a) (2) PC).

\*\* The POST Regular Basic Course may be satisfied by attending an intensive or extended format academy or the Modular Format (I, II, III).



Newark Human Resources Dept

POLICE OFFICER / POLICE OFFICER TRAINEE /  
RESERVE POLICE OFFICER  
**APPLICANT STATEMENT**



*Please read carefully, sign and submit this applicant statement with your completed City of Newark employment application.*

Applicant Name: \_\_\_\_\_ (Please Print)

I understand that as part of the qualifying process for Police Officer/Police Officer Trainee/Reserve Police Officer at the City of Newark, I will be required to complete an extensive background investigation including but not limited to: personal history, work history, education, fingerprinting, conviction record, credit history, and a polygraph examination. Upon receiving a conditional offer of employment, a city-paid psychological evaluation and pre-employment medical examination, which will include testing for the presence of drugs and alcohol, will be required.

Any falsification of information I provide or any failure to meet required standards will result in disqualification from further consideration in the selection process for Police Officer/Police Officer Trainee/Reserve Police Officer.

I further understand that the following are some of the potential reasons for disqualification from the selection process.

- Conviction of a felony, sex crime, or larceny.
- Involvement in a crime, the nature of which would impair my credibility or cause embarrassment to the City of Newark.
- Use of illegal drugs either recently or extensively.
- Failure to disclose prior drug use.
- Failure to possess a valid Class C California driver's license with a satisfactory driving record.
- Poor employment record.
- Falsification of any required application or report.
- Failure to have a high school diploma, G.E.D. or equivalent.
- Inability to meet physical or psychological standards.
- Failure to fully cooperate with the background investigation.

I certify that I possess the following qualifications required by the City of Newark and P.O.S.T. to be appointed as a Police Officer/Police Officer Trainee/Reserve Police Officer.

- High School Diploma, G.E.D. or equivalent.
- U.S. Citizenship or Permanent Resident Alien (California State law requires that permanent resident aliens who desire to be employed as peace officers must apply for citizenship before application for employment as a peace officer).
- Possession of a valid California Drivers License and a satisfactory driving record.
- Age 21 by date of appointment.
- Physical capacity to meet standards established by the City of Newark.
- 20/20 corrected vision in both eyes. 20/80 uncorrected vision (both eyes) for those wearing glasses or hard contact lenses. Uncorrected vision requirements may be waived for persons wearing soft contact lenses upon verification of vision stability.

POLICE OFFICER / POLICE OFFICER TRAINEE /  
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**APPLICANT STATEMENT, page 2**

I further understand that the following are required in addition to the minimum qualifications listed above:

**Police Officer Trainee (Entry-Level) Applicant**

- Certificate from South Bay Regional Public Safety Training Consortium, or other approved POST academy/agency, indicating the successful completion of the P.O.S.T. Entry-Level Reading and Writing Exam (minimum T-Score = 46) and the Physical Abilities exam. (Certificate must be dated within 12 months of the oral board exam.)

**Academy Attendee Applicant**

- Proof of current enrollment in a P.O.S.T. Basic Academy (ie. letter on Academy letterhead).

**Academy Graduate Applicant**

- Current certificate of completion from a P.O.S.T. Basic Academy.

**Lateral Transfer Applicant**

- Have actively been employed by a California Law Enforcement Agency as a Peace Officer within the last 12 months.
- P.O.S.T. approved Basic, Intermediate or Advanced certificate.

**Reserve Police Officer**

- Current P.O.S.T. approved Level II or Level I Reserve Certificate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date