



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE RESERVE OFFICER I**
Classification Specification
(Part-Time/Non-Classified)

JOB SUMMARY

The Police Reserve Officer Level I are utilized to supplement the Hawthorne Police Department's law enforcement staffing levels. Like full-time Police Officers, Reserve Police Officers are professionally trained and duly sworn law enforcement personnel. Since Reserve Police Officers have the same powers of arrest as Full-Time Police Officers they are required by law to meet the same hiring, background, medical and psychological standards as full-time Police Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Level I Reserve Police Officers are armed and assigned to general law enforcement duties. All Department Level I Reserve Police Officers have 24-hour peace officer status, identical to the authority granted to a full-time Police Officer per Penal Code Section 830.1.

Level I Reserve Police Officers: While on duty, may be assigned to the same duties and responsibilities of any full time police officer, including enforcement related assignments, at the discretion of Department supervision.

A Level I Reserve Police Officers requires approximately:

- 730 hours of academy training;
- 144 hours in the Module III academy;
- 189 hours in the Module II academy;
- And 394 hours in the Module I academy.

The requirement for successful completion of Reserve Academy Modules III, II, and I is met if the applicant possesses a valid POST Academy graduation certificate. The Department requires Level I Reserve Police Officers to complete a field training program under the direction of Full-Time Field Training Officers. Level I Reserve Police Officers are required to participate in the field training program established for full-time Officers.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Be at least twenty-one (21) years of age,
- High School Diploma or G.E.D., and provide proof of citizenship.
- Applicants must be free from felony convictions.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- Must possess one of the following certifications:
 1. Valid California Basic P.O.S.T. Academy Graduation Certificate OR
 2. Valid POST RESERVE Academy MODULE I Certificate

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of traffic enforcement and education.
- Knowledge of patrol methods, criminal investigation and identification techniques.
- Knowledge of the physical layout and composition of the City.
- Knowledge of vehicle and penal codes.
- Ability to understand data and written reports.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, apply and follow regulations, procedures and guidelines.
- Ability to use independent judgment and make sound decisions consistent with the Police Department’s values, beliefs, behaviors, policies and procedures.
- Ability to establish and maintain a cooperative working relationship with City employees and the public.

PHYSICAL DEMANDS & WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties for this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 75 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in outside weather and environmental conditions and will occasionally participate in field activities consistent with the duties of a police officer.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA Part-Time
Civil Service Status: Non-Classified

Revised: June 2022
CSC Approved: N/A