



San Gabriel

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

Reserve Police Officer- Level I and II

Volunteer Position (Non-Benefitted Position)

The Opportunity:

Are you interested in taking the first step in discovering an exciting career with the San Gabriel Police Department? The San Gabriel Reserve Police Officer Unit is seeking qualified community members who meet the standards necessary to become a San Gabriel Reserve Police Officer. The San Gabriel Police Department invites you to consider a second career to serve and protect our historic city with the San Gabriel Police Department. We offer a unique opportunity to work in an environment that is unavailable anywhere else. The San Gabriel Police Department offers qualified individuals a chance to experience working in a diverse community.

Ideal Candidate:

The ideal Reserve Police Officer maintains the highest ethical, moral and professional standards and exemplifies the Department’s mission to engage the community and serve our historic “City with a Mission.” The ideal Reserve Police Officer communicates effectively (orally, in writing and over the police radio), safely and ably operates emergency vehicles and a variety of law enforcement equipment (including firearms), exercises good judgment during emergency and/or tense situations, and refuses to participate in or tolerate unethical behavior. The ideal candidate will have a working knowledge of contemporary issues in law enforcement and the San Gabriel community.

Position Summary:

The Reserve Police Officer will assist full-time sworn Police Officers in the maintenance of peace and order, preservation of life and property, and enforcement of laws within the community. Reserve Police Officer assignments will include assisting the Traffic Division and the Uniform Patrol Division. Reserve Police Officers may be assigned to other areas within the Department as needed. Reserve Police Officers are required to work a minimum of 18 hours per month.

Minimum Qualifications:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

- High school graduate or equivalent.
- Possession of a valid California Driver’s License Class “C”.
- Be at least 21 years of age at time of appointment as a Police Reserve Officer 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.
- Must have completed a California P.O.S.T. Basic Police Academy – Modules III and II (Intensive or Extended format) per P.O.S.T Regulation 1008, individuals who have had a three (3) year or longer break in service from a P.O.S.T. agency must attend a P.O.S.T. Requalification Course.

All applicants shall be required to meet and pass the same pre-employment procedures as full-time Police Officers

before appointment. Reserve Police Officers must also satisfactorily complete the San Gabriel Police Department Field Training Program within 18 months of appointment.

The City of San Gabriel does not offer financial compensation in the form of salary or benefits to its Reserve Police Officers. The San Gabriel Police Department will provide you with the standard uniform and equipment of a San Gabriel Police Officer and annual uniform allowance as stipulated by the Memorandum of Understanding negotiated by the San Gabriel Police Officer's Association.

- **Public Safety Equipment** – All Reserve Police Officers are issued two sets of uniforms and all designated attire and any safety equipment. All property issued to a Reserve Police Officers shall be returned to the Department upon separation from the San Gabriel Police Department Reserve Unit. Reserve Officers shall receive a yearly uniform allowance equal to that of regular officers.
- **Court Appearances** – All reserve officers subpoenaed to court shall be compensated 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 full-time top step Police Officer at time and one-half.

Examination:

Candidates may be examined for the capacity to learn currently approved principles, practices, and procedures of police work; physical ability, endurance/agility, and personality traits; and other abilities, as necessary.

The examination will consist of physical agility, written skills, background test, psychological, polygraph, and medical – each examination will be Pass/Fail and will serve to qualify the candidate on to the next step. Written tests are waived for lateral candidates and academy graduates. The oral interview accounts for 100% of the scoring when recorded on eligibility list.

Application Procedure:

Candidates must complete a City of San Gabriel application, supplemental application form, and attach a (1) cover letter, (2) professional résumé, (3) copy of a high school diploma or GED, (4) copies of any college degrees possessed, (5) copy of P.O.S.T. certificates – Module III and II – and/or requalification certificates (if applicable), and (6) any other applicable certifications. The City will accept applications on a continuous basis; however, the recruitment may be closed at any time the City so chooses. To apply, please visit 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. Candidates considered for employment must pass a pre-employment medical examination, which includes drug/alcohol screening.*

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 days prior to the examination date.

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雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một xã 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.

HUMAN RESOURCES DEPARTMENT