

**CITY OF RED BLUFF INVITES APPLICATIONS FOR**

**RESERVE POLICE OFFICER – LEVEL I**

**CURRENT HOURLY RATE: \$23.65**

**APPLICATION REQUIREMENTS:**

Submit the following documentation to:

**City of Red Bluff, Attn: Human Resources  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605 ext. 3051  
hr.redbluff@cityofredbluff.org**

- 1). City of Red Bluff Employment Application  
(Applications may be obtained in person or by mail at the above address)
- 2). Copy of high school diploma or G.E.D. certified scores and/or college transcripts if applicable
- 3). Copy of valid Peace Officer's Standards and Training (POST) Basic Academy certification – if currently attending academy, provide graduation date.
- 4). Copy of valid driver's license
- 5). Successfully completed a field training program with a California Law Enforcement Agency

***SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.***

**Definition of Position**

Under general supervision, performs level appropriate law enforcement and crime prevention activities, controls traffic flow, enforces State and local traffic regulations, participates in special assignments.

**Selection Procedure:**

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

**Current Benefits:**

None, as this is an hourly position.

**EOE.** We do not discriminate on the basis of race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

**OPEN RECRUITMENT**



**Return completed application to:**

City of Red Bluff  
Human Resources Department  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605  
[hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)

## EMPLOYMENT APPLICATION

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: \_\_\_\_\_ Expected Rate of Pay: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MI

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone No.: ( ) \_\_\_\_\_ Message Phone No. ( ) \_\_\_\_\_  
AREA CODE NUMBER AREA CODE NUMBER

E-Mail Address: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ Class: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	Yes	No
If you are hired, can you submit proof of right to work in the United States?	_____	_____
Are you at least 18 years of age?	_____	_____
Have you been discharged or forced to resign a position? (If yes, please <b>explain circumstances below.</b> )	_____	_____

Were you previously employed by the City of Red Bluff? (List under what name and year below.) \_\_\_\_\_

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) \_\_\_\_\_

**All new employees are fingerprinted to determine criminal background.**

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

If you are **attaching a resume, please read:** In order for your application to be considered, the following section **MUST** be completed. **A resume MAY be attached, but WILL NOT be acceptable in lieu of this section.** List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

**Incomplete** information MAY result in **disqualification.**

DATES Month-Year	PRESENT OR LAST POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisors name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
To		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		city State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
School	Name and Address of School	Course of Study	Credits Earned		Diploma or Degree	Grade Point Average
			Quarter Units	Semester Units		
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant \_\_\_\_\_  
(Use ink, required for application to be complete)

Date \_\_\_\_\_

Position applied for: \_\_\_\_\_

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)*

**CLASS SPECIFICATION  
RESERVE POLICE OFFICER**

GENERAL PURPOSE

Under general supervision, performs law enforcement and crime prevention activities, controls traffic flow, enforces State and local traffic regulations, participates in special assignments. Employees in this classification receive general supervision within a frame work of defined policies and procedures. This job class is responsible for the enforcement of local, state and federal laws and ordinances. A Level I Reserve Officer has the same duties and responsibilities as a full-time Police Officer. A Level II Reserve officer may be required to perform some of the duties and responsibilities listed below, but does not have the full range of authority as a Level I Reserve or a full-time Police Officer.

SUPERVISION RECEIVED

Works under the general supervision of an assigned Police Sergeant.

SUPERVISION EXERCISED

None exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrol assigned areas in police vehicle and perform general law enforcement duties, traffic regulation and crime prevention.
- Respond to situations involving in-progress or recent criminal activity to restore or maintain order and conduct investigations of criminal incidents.
- Interview witnesses and victims to ascertain if a crime has occurred.
- Prepare cases for presentation to the District Attorney for issuance of criminal complaint.
- Operate and communication via two way radio using established codes and procedures.
- Prepare a variety of reports.
- Appear in court to give sworn testimony.
- Provide rescue and first aid services as needed in keeping with appropriate training.
- Make public presentations.
- Perform related duties similar to the above in scope and function as required.
- Level I Reserve Officer assigned duties shall includes attendance at a California POST accredited Basic Law Enforcement Academy, subject to the approval of the Police Chief.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent
- Graduation from a California Peace Officers Standards Training (POST) Academy or Reserve Academy is desirable
- Excellent physical condition with weight proportionate to height as determined by a physical performance test and an examining physician.

*Advancement to POST Level II or I Reserve Officer status will require additional education, experience, and completion of a Field Training Program, as defined by POST.*

#### Necessary Knowledge, Skills and Abilities:

##### Knowledge of:

- the principles, practices and techniques of police work.
- basic criminal laws, criminal procedures, patrol techniques, case law, search warrant, investigative and evidentiary techniques.
- the use and care of firearms.

##### Ability to:

- successfully complete all assigned training and to relate that training to field use
- prepare clear and accurate reports.
- meet established standards of physical endurance, agility, health and vision.
- react quickly and calmly in emergencies, make accurate assessments and take appropriate action.
- gather and preserve evidence and conduct effective interviews.
- communicate effectively in both oral and written forms.
- establish and maintain effective relationships with those contacted in the performance of required duties.

#### SPECIAL REQUIREMENTS

- Possession of a valid and appropriate California Driver License and a satisfactory driving record, as employee is required to drive City vehicles.
- Must be a permanent United States citizen or hold a status of an immigrant Permanent Resident.
- Must be at least eighteen years of age at time of appointment to Reserve Police Officer.

#### PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand; use hands to finger, handle, or feel objects such as a service weapon, reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee is occasionally required to walk and sit.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Employee may be required to engage in physical tasks of running, climbing, and carrying or dragging in excess of 150 pounds, and wrestle and/or restrain combative subjects.
- Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must have the ability to speak clearly and concisely; read and comprehend what is read; compose comprehensive reports either by writing in longhand, computer keyboard entry, or taped dictation; think clearly and formulate accurate documents; and communicate clearly both on the telephone and in person.

- The employee must be capable of competently operating a handgun, shotgun and rifle.
- The employee must be capable of operating a police vehicle in both normal and emergency driving conditions.

### WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals.

### SELECTION GUIDELINES

A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position of Level I Reserve Police Officer is at-will for both the employer (City of Red Bluff) and the employee. This means that the employer or employee, with or without cause, can terminate employment at any time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I understand the contents of this job description and agree to them as written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name