



RESERVE POLICE OFFICER

PART-TIME JOB OPPORTUNITY

Hourly Range: **\$19.35 — \$22.44, DOQ**

APPLY IMMEDIATELY: Open/Continuous

THE POSITION

Under supervision the Reserve Officer will have the ability to assist the Patrol, Administration, and Investigation Divisions in a variety of duties involving the enforcement of laws and the prevention of crimes. The incumbent will perform the duties of a Police Officer on field patrol such as protect life and property, and other related duties authorized by their P.O.S.T designated reserve level; Perform special details including emergency occurrences, parade duty, seasonal events, concerts, and sporting events; Operate police vehicles including radio and emergency equipment, tools, and weapons assigned to the vehicle; Transport prisoners to other facilities or courthouses; Prepare handwritten and computer generated police crime and activity reports suitable for legal proceedings and public review.

MINIMUM QUALIFICATIONS

- **Must possess current P.O.S.T LEVEL I Reserve Officer Certificate. Certificate must be attached to application at time of filing**
- Must have a valid California Driver's License with a satisfactory driving record
- One year of experience working with the public

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to maintain qualification for handgun, rifle, and stun-bag shotgun as required by department regulations
- Knowledge of basic principles of law
- Ability to operate firearms and other modern police equipment
- Ability to properly interpret and make decisions in accordance with Federal, State, and Local policies, laws, regulations, and procedures particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control

WORKING CONDITIONS AND HOURS

This is a non-benefited, at-will part-time position with working hours to be assigned at the discretion of the Police Department. Candidates must be able to work flexible hours, which may include mornings, afternoons, evenings and weekend shifts.

The successful candidate must be available to work on average 20 hours per week and shall not work an excess of 960 total hours per fiscal year. Duration of assignment is determined upon the needs of the Department.

Human Resources Department
14403 East Pacific Avenue
Baldwin Park, CA 91706
(626) 813-5207 phone
(626) 813-5284 fax
www.baldwinpark.com

City Hall Business Hours:

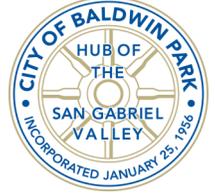
Monday—Thursday

7:30am—6:00pm

Closed every Friday

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias, J. "Lucky" Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The Baldwin Park Police Department is committed "To provide law enforcement services in a fair and impartial manner in order to prevent crime and provide for the safety and welfare of the community." - *Baldwin Park Police Department Mission Statement*



BENEFITS AND COMPENSATION

Hourly compensation will depend on qualifications, prior experience, and skills. Employment with the City may be discontinued at any time without cause, notice, or right of appeal or hearing.

Under the California Healthy Workplaces, Healthy Families Act of 2014 and in accordance with City of Baldwin Park Paid Sick Leave Policy the successful candidate will receive 3 days or 24 hours of paid sick leave in a 12-month period.

THE SELECTION PROCESS

- **Apply Immediately: Applications will be accepted and reviewed on a continuous basis. This recruitment is open until filled and may close at any time.**
- For consideration in this job opportunity, please submit an original completed and signed City of Baldwin Park employment application with attached POST Level I Reserve Officer Certificate.
- Applications may be accompanied by a resume describing experience, education, and/or training in relation to the requirements of the position, but will not be accepted in lieu of a completed application.
- Electronic submission of applications will not be accepted, nor postmarked received after the filing deadline.
- All applications will be reviewed in detail and those applicants possessing the minimum qualifications listed will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying) and an Appraisal Interview (100%).
- A complete background investigation including polygraph exam, a psychological examination, and a medical examination including drug screening will be performed for all Police Department personnel. Failure during any phase of the selection process constitutes failure of entire process.
- The successful candidate will be required to establish both work authorization and identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department, 3rd floor. For more information regarding this opportunity, please visit the City website, or contact Human Resources office at (626) 960-4011 ext.: 207.

Submit your application by mail or in person to: City of Baldwin Park, Human Resources Department
14403 East Pacific Avenue, Baldwin Park, CA 91706
Business Hours: Monday thru Thursday from 7:30am – 6:00pm

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition.

Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

The provisions of this bulletin do not constitute an expressed or implied contract for employment. Any provision contained in this bulletin may be modified or revoked without notice.