



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:  
**RESERVE POLICE OFFICER**  
**OPEN CONTINUOUS RECRUITMENT**

**FOR RATE OF PAY, REFER TO COMPENSATION\***

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This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Reserve Police Officer position vacancy is within in the **Police Department**.

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Reserve Police Officer classification or in similar classifications.*

**Position:** To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations and to perform a variety of technical and administrative tasks in support of the Police Department.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Experience:** None required.

**Training:** Equivalent to the completion of the twelfth grade.

Completion of a POST Basic Police Academy prior to appointment as a POST Level 1 Reserve Police Officer.

**Physical and Other Requirements:** Applicant must be at least 21 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

**License & Certificate:** Possession of a valid California driver's license.

Possession of, or ability to obtain, a P.O.S.T. basic certificate within twelve (12) months.

**Assignment Requirements:** Level 1 Reserve Police Officers must complete the departments Field Training Program (uncompensated) prior to working solo beat-officer status as a Level 1 Reserve Police Officer.

Level 1 Reserve Police Officers must complete 24-hours of POST "Continued Professional Training" every 2 years, remain current in First Aid/CPR certification, must attend quarterly firearms training and attend scheduled meetings.

**Compensation:** Twelve (12) hrs. a month (one patrol shift) is required for the Reserve Police Officer Program or as authorized by the Chief of Police.

Twenty-two dollars (\$22) per hr. after completion of Field Training Program or at hourly level authorized by the City Manager.\*

Reserve scheduling is as-needed and at the discretion of and approval by the Chief of Police.

**Examples of Duties:** Responsibilities and duties may include, but are not limited to, the following:  
Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security. Respond to general

public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents. Enforce traffic laws and ordinances; issue warnings and citations. Direct traffic at fires, special events, and other emergency or congested situations. Conduct traffic accident analyses and general traffic surveys; conduct investigations of serious injury and fatality traffic accidents. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention. Prepare reports on arrests made, activities performed and unusual incidents observed; secure statements from witnesses. Assist in the investigation of crimes as assigned; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court. Serve warrants and subpoenas remain current on laws and procedures required for processing warrants. Perform related duties and responsibilities as required.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 x24**. Applications must be submitted to the Human Resources Division Office. May download application: [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

**Hiring Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel. Candidates successfully completing the selection process will be placed on an eligibility list. Candidates will be drawn from this list and must submit to and pass a background investigation including a polygraph examination. Appointment will be made from the eligibility list.

**Conditional Offer of Employment:** Prior to employment, the selected candidate must pass a psychological evaluation and post-offer medical and physical examination and drug screen. Candidates are requested to defer notification to their present employers until successful completion of all components specified as part of the City's Conditional Offer of Employment.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

***NOTE: 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.***

**DATE OF NOTICE:** January 14, 2014

