

**City of Garden Grove**  
**INTER-DEPARTMENT MEMORANDUM**

<b>To:</b>	Matthew J. Fertal	<b>From:</b>	John D.R. Clark
<b>Dept:</b>	City Manager	<b>Dept:</b>	Human Resources
<b>Subj:</b>	CREATE CLASSIFICATION OF TECHNICAL RESERVE POLICE OFFICER	<b>Date:</b>	November 12, 2013

OBJECTIVE

To request City Council approval to create the part-time classification of Technical Reserve Police Officer.

BACKGROUND

In past times, reserve police officers and sheriff's deputies did not always possess certification from the California Commission on Peace Officer Standards and Training (POST). When this was changed to require POST-certification for reserves, existing officers without certification were "grandfathered" in. Going forward, the Garden Grove Police Department adopted the three levels POST now uses for reserve officers:

1. Reserve Police Officer, Level 1: these officers have all the powers of a full-time regular officer, and may be assigned duties the same as a regular officer. This level of reserve has full POST certification.
2. Reserve Police Officer, Level 2: these officers are partially certified, working toward complete certification. They have full peace officer status and powers but may only exercise them working in conjunction with a sworn full-time officer.
3. (Proposed) Technical Reserve Police Officer, Level 3: these officers have completed Penal Code 832 training (basic arrest and firearms) and a POST-certified Level 3 academy. These reserves are not considered sworn peace officers but can and do perform police functions. For example, duties frequently include background investigation of prospective Police Department employees.

The City has an existing classification for 310 Reserve Police Officer, but it is tailored to duties that require full or nearly-full peace officer status. Technical Reserves have

become an important component of the department's operations, and it is thus necessary to have a classification specification unique to those duties.

FISCAL IMPACT

None. The proposed salary range for Technical Reserve Police Officer is the same as for Reserve Police Officer. If approved, the department may fill reserve vacancies with either 310 Reserve Police Officer or 311 Technical Reserve Police Officer.

RECOMMENDATION

It is recommended that the City Council:

- Create the part-time classification of 311 Technical Reserve Police Officer and assign it to part-time range O311.



JOHN D.R. CLARK  
Human Resources Director/City Treasurer

Attachment

**Recommended for Approval**



**Matthew Fertal**  
City Manager

## **CITY OF GARDEN GROVE**

### **Technical Reserve Police Officer**

CLASS CODE: 311 RANGE: O311

#### **DEFINITION:**

Technical Reserve Police Officers are "career reserves," meaning they are not pursuing law enforcement as their primary occupation, but have the skills, expertise, trade or profession which would benefit the City. These Officers work varied hours performing limited support duties under the supervision of a regular Police Officer or Level I Reserve Police Officers.

#### **EXAMPLES OF DUTIES:**

- Traffic control, crowd control, and security at parades and events;
- Taking reports of crimes and other incidents, interviewing witnesses and victims;
- Transportation of evidence or prisoners;
- Parking enforcement;
- Conducting background investigations of prospective department employees and, when assigned, prospective employees of other departments;
- Crime scene duties and/or forensic science, if qualified;
- Installation, maintenance and repair of electronic audio and video equipment, if qualified;
- Installation, operation, training, maintenance and repair of computer equipment including in-car systems, if qualified;
- May be assigned to work in specialized units such as photography, armory, evidence, or research;
- Any other duties of a Police Officer, if performed under the supervision of a Police Officer or Level 1 or 2 Reserve Police Officer.

#### **MINIMUM QUALIFICATIONS:**

##### **Experience:**

## TECHNICAL RESERVE POLICE OFFICER

Page 2

Completion of PC 832 and POST Level 3 Module (academy).

### **Education:**

Equivalent to graduation from high school (GED acceptable) or one year of attendance at an accredited college or university (30 college semester units).

### **Knowledge of:**

Laws of arrest and pertinent local, state and federal laws; basic techniques of investigation and interviewing; use and care of firearms; basic techniques of law enforcement in a community policing environment.

### **Ability to:**

Applicants must demonstrate that they possess: the ability to pay close attention to detail; the ability to understand and accurately apply oral and written orders or instructions, laws, departmental policies and procedures; effective oral communication and report writing skills; strong customer service skills; and the ability to work closely and interact cooperatively and effectively with City staff members, our diverse citizens and representatives of other agencies. The ability to speak Spanish, Vietnamese or Korean is highly desirable.

### **Other Requirements:**

Must comply with the department fitness testing requirements. Must maintain appropriate certification from the California Commission on Peace Officer Standards and Training (POST). Must maintain a California Class "C" Driver's License and acceptable driving record.

### **PHYSICAL DEMANDS:**

Essential and marginal functions may require maintaining physical condition necessary for running, walking, crouching or crawling during emergency operations, walking, standing or sitting for extended periods of time, and operating assigned police equipment and vehicles. Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.) Handling of files weighing up to 10 lbs including floor to waist and overhead lifting. Ability to lift, push and move office supplies weighing up to 50 lbs. Ability to bend, stoop, stretch, reach, carry, grasp and turn objects. Ability to climb stairs and stand, sit and walk for up to 60 minutes

## TECHNICAL RESERVE POLICE OFFICER

Page 3

at a time. Frequent use of phone handset and repetitive use of hand and fingers to take messages, operate office equipment, use computer keyboard and computer mouse and to perform other office tasks.

Acceptable eyesight to read printed material and a computer monitor and to operate office equipment. Acceptable hearing to communicate with others in person or via the telephone.

### **WORK ENVIRONMENT:**

Emergency/public safety/crime control environment. Incumbents travel from site to site, usually working in the field. Frequent exposure to potentially hostile situations.

### **JOB FAMILY:**

**Technical Reserve Police Officer**, Reserve Police Officer, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Police Chief.