

CITY OF MANTECA

RESERVE POLICE OFFICER LEVEL 1

Department: Police

Bargaining Group: N/A- Part-Time

Effective Date: July 1, 2025

FLSA Status:

Volunteer

Part-Time Paid (Investigations Unit Assignment)

BASIC FUNCTION:

Under the direction of a Police Captain, perform police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of Manteca; respond to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals; enforce the laws and ordinances of the City, County and State.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform general law enforcement, which includes street patrol, conducting preliminary police investigations, report writing, collision investigations, traffic control, issuance of citations, cold case investigative services and other basic law enforcement functions.

Reserve Officers are also utilized at special events such as parades, street fairs, or security for major community events.

Provide support services to other units within the department. Reserve Officers perform most the same duties as a full-time officer.

May be required to work during maximum deployment assignments such as New Year's Eve, Halloween, major disasters, or major events.

Perform at least twenty hours of service each month. Reserve Officers will receive an additional four hours per month of training.

Gather information from individuals or reference sources to complete and process various routine forms, records, and applications; and contact individuals to obtain additional information.

Establish and maintain office files and research and compile information from files.

Provide factual information regarding City or unit activities and functions.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Observe and maintain a safe working environment in compliance with established safety programs and procedures.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of law enforcement and community regulations.

Criminal law with particular reference to apprehension, arrest, search and seizures.

Rules and regulations of the Manteca Police Department.

Topography and geography of Manteca City Limits including locations and functions of social service agencies.

Civil law, codes and ordinances, with particular reference to the administrative functions of the Manteca Police Department.

Purpose and objectives of modern detention facility techniques.

Principles and techniques of supervising group activities in detention, secured setting facility.

Laws, statutes, court proceedings, and regulations governing both sentenced and unsentenced inmates.

Office procedures, methods, and equipment including computers and applicable software applications.

ABILITY TO:

Understand and carry out oral and written instructions.

Develop favorable public relations and maintain an appearance that projects a positive image.

Think clearly, quickly and accurately in emergency situations.

Work irregular hours, as required.

Learn procedures, processes and forms related to assigned area.

Under direction, learn pertinent federal, state, and local laws, codes, rules, and regulations.

Maintain accurate records and files.

Read and write at a level necessary for successful job performance.

Follow and interpret written instructions.

Accurately complete reports and citations.

Perform procedures in an organized and accurate manner.

Maintain attention to detail despite interruptions.

Communicate tactfully and effectively with the public and remain calm and following designated protocols in stressful and/or emergency situations.

Communicate clearly and in a concise manner, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate office equipment including computers and supporting software applications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Possession of POST Basic Certificate.

Valid California Driver License.

Valid First Aid and CPR Certification by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

Evening or variable hours, and emergency call-out.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and various police equipment.

Hearing and speaking to exchange information.

Climbing stairs, ladders and over obstacles.

Reaching overhead, above the shoulders and horizontally.

Walking and running over rough or uneven surfaces.

Sitting or standing for extended periods of time.

Bending at the waist, stooping, kneeling or crouching.

Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.

Physical agility and stamina.

HAZARDS:

Exposure to possible fights and confrontations.
Contact with dissatisfied or abusive individuals.
Driving a vehicle during adverse weather conditions.
Explosives and guns.
Possible exposure to hazardous chemicals.

As a condition of employment the employee shall refrain from smoking tobacco or any other substance.

SUPPLEMENTAL INFORMATION:

THIS IS A VOLUNTEER POSITION; HOWEVER, THE POSITION IS PAID PART-TIME WHEN ASSIGNED TO THE INVESTIGATIONS UNIT (maximum 28 hours a week or 980 hours per fiscal year). SEE THE CITY'S PART-TIME SALARY SCHEDULE.

REQUIRED TO SERVE A MINIMUM OF 40 HOURS PER MONTH WHILE IN FIELD TRAINING FOR THE FIRST YEAR, AND 20 HOURS PER MONTH THEREAFTER.

Must successfully complete a background investigation, which shall include a polygraph and psychological examination, physical standards testing and a California Department of Justice fingerprint clearance.