



RESERVE POLICE OFFICER LEVEL III AND II

SALARY: \$300 Per Month
(Plus City Pays for uniforms and equipment)

REPRESENTATIVE DUTIES

Voluntary, part-time assignment, assisting regular Police Officers in full range of responsibilities (dependent upon level of training and departmental orientation). May work special "plain-clothes" assignments and other "paid-duty" details. May be assigned dispatcher or clerical duties.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

KNOWLEDGE OF: Proper English usage, vocabulary, written communications, report writing, and record keeping.

ABILITY TO: Learn laws of arrest and pertinent local, state, and other laws and codes; learn use and care of automobiles, motorcycles, and small firearms; observe and have recall for names and faces, and judge situations and persons accurately; learn radio and dispatching systems; learn investigative techniques; work cooperatively with other employees and public; work effectively without supervision; and meet California Commission of Police Officer Standards and Training (POST) minimum standards.

EDUCATION/LICENSEES/OTHER: Graduation from high school or GED; height and weight proportional; normal hearing; minimum age of 18 at time of appointment; valid California driver's license; and United States citizenship required. Completion of the following California Commission on Peace Officer Standards and Training (POST) courses are required.

Courses required by POST are:

- Completion of Level III Reserve Officer
- Completion of, or current enrolment in, Level II Reserve Officer
or a Basic POST Academy

SELECTION PROCESS

1. Completion of Montclair's application form is required. **A copy of your Basic POST Academy Certificate or Level III and II Reserve course completion certificates MUST be attached to your application. If you are currently enrolled in Level II, please make note of that on your application.**
2. When a significant number of applications have been received, and the need for Reserve Police Officers exists, candidates meeting above qualifications will be invited to participate in a structured oral interview.
3. Successful candidates will be required to pass a thorough background investigation which includes a psychological examination, medical examination, and a polygraph evaluation prior to being employed.
4. Names of successful candidates will be placed on an eligibility list from which selections will be made. Final appointments will be made by the City Manager, upon the recommendation of the Police Chief.

APPLICATION PROCEDURE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California, 91763, or on-line at www.cityofmontclair.org. Completed and signed applications with required certificates/licenses must be submitted to City Hall, Personnel Division either in person, by U.S. mail, via fax to (909) 621-1584, or via email to jobs@cityofmontclair.org.

Filing Deadline: Application accepted on a continuous basis.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

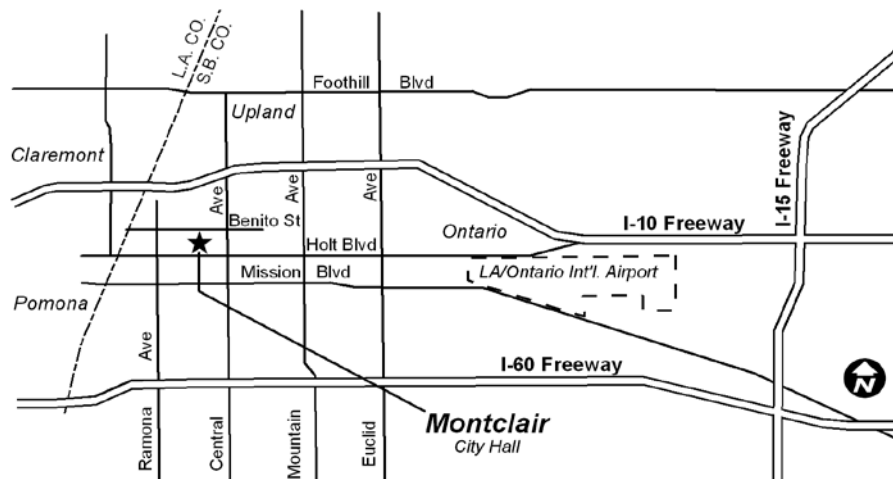
All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.



MONTCLAIR POLICE DEPARTMENT HIRING STANDARDS

BEHAVIORAL STANDARDS FOR APPLICANTS FOR EMPLOYMENT/FAIR EMPLOYMENT:

The purpose of a preemployment background investigation shall be to promptly, efficiently, and fairly identify those applicants who are unfit for public service or whose prior conduct is contradictory to, or incompatible with, the law enforcement mission. No selection standard of the department shall be in conflict with, or contrary to, the spirit or letter of fair employment laws of the State of California or the laws of the United States. The City of Montclair and the Montclair Police Department declare themselves to be an equal opportunity employer.

FELONY CONVICTION DISQUALIFICATION:

Any person who has ever been convicted of any offense declared by law to be a felony in this or any other state shall not be eligible for employment with the department.

MISDEMEANOR CONVICTION DISQUALIFICATION:

Any person who has been convicted within the past three years of any criminal offense declared by law to be a misdemeanor in this or any other state may not be eligible for employment with the department.

Any person still on probation (**supervised or unsupervised**) for any criminal conviction shall not be eligible for employment with the department.

Any Person convicted of any of the following misdemeanor offenses may not be eligible for employment with the department:

1. Larceny/theft
2. Assault or battery
3. Indecent exposure
4. Annoying children
5. Perjury
6. Resisting arrest
7. Filing a false police report
8. Impersonating a police officer
9. Domestic violence
10. Fraud
11. Driving under the influence-alcohol/narcotics

Any person whose conviction has been set aside pursuant to Penal Code Section 1203.4(a) or 1000.4 shall be considered to have been convicted within the meaning of this section.

Any person whose juvenile records have been and remain sealed or expunged pursuant to Penal Code Section 851.7 or 851.8 shall be deemed never to have been convicted within the meaning of this section.

CRIMINAL CONDUCT:

Applicants for employment with the department whose prior conduct includes involvement in criminal conduct, as specified, may not be eligible for employment with this department. "Involvement in criminal conduct" specifically includes acts which may have gone undetected, unreported, and/or unprosecuted including:

- a. As an adult, any act which would constitute a felony offense in this state committed within the past seven years.
- b. Any act which would constitute a misdemeanor offense in this state committed at any time prior to or after application for employment with this department.
- c. Any act, as specified, committed at any time prior to or following application for employment with the department, including:
 1. Forcible rape
 2. Robbery
 3. Possession of a controlled substance for sale
 4. Assault with a deadly weapon
 5. Lewd acts with a child
 6. Perjury
 7. Homicide
 8. Grand larceny/grand theft auto
 9. Theft of public funds
 10. Assault under the color of authority
 11. Any offense declared by law to constitute a "hate crime"
 12. Embezzlement
 13. Sexual assault
 14. Burglary
 15. Arson
 16. Identity theft
 17. Child/elder/spousal abuse

MOTOR VEHICLE OPERATION (POSITION SPECIFIC):

Applicants for employment with the department who, based on Department of Motor Vehicle records, display a propensity for any of the following may be disqualified from consideration for employment:

1. Driving under the Influence-alcohol/narcotics
2. At-fault traffic accidents
3. Moving or non-moving violations of the California Vehicle Code

CRIMINAL CONDUCT/LATERAL ENTRY:

Applicants for employment with the department who are presently employed by any public criminal justice agency shall be required to sign a disclosure statement authorizing the department to reveal to their present employer any admissions of criminal conduct which occurred, or which may have occurred, during their employment for that agency. Upon written demand of the department head of any such agency, and consistent with this order, the

department shall fully cooperate with any official investigation initiated by that applicant's present employer concerning any such admissions of criminal activity.

CRIMINAL CONDUCT/OUTSTANDING ARREST WARRANTS:

Any person who has an outstanding warrant for his/her arrest shall not be eligible for employment with the department.

GROSS MISCONDUCT:

Any person who, as an adult, has been previously dismissed from any employment or discharged from the Armed Forces of the United States for proven gross misconduct shall not be eligible for employment with the department. "Gross misconduct" shall include, but not be limited to:

1. Embezzlement
2. Willful disobedience of a lawful order
3. Sexual harassment
4. False statements to superior officers
5. Filing false official reports
6. Desertion
7. Assault under color of authority
8. Battery against any coworker or supervisor
9. Terrorist threats against any coworker or supervisor

DISHONORABLE/LESS THAN HONORABLE DISCHARGE FROM THE MILITARY SERVICE:

Any person who has been dishonorably or less than honorably discharged from the Armed Forces of the United States shall not be eligible for employment with the department.

USERS OF ILLEGAL DRUGS/CURRENT:

Any person who is a current user of illegal drugs shall not be eligible for employment with the department. "Current" user of illegal drugs shall mean any person who has illegally used any controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) within one year of application. All applicants for employment with the department shall undergo a chemical test designed to reveal the presence of illegal drugs.

USERS OF ILLEGAL DRUGS/PRIOR:

Any person who has previously and unlawfully ingested any controlled substance classified as a hallucinogenic or other controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) shall not be eligible for employment with the department.

Any person who has, within the past three to five years, and as an adult, illegally possessed any controlled substance (as defined in Schedules 1 through 4 of the Uniformed Controlled Substance Act), excluding the simple possession of an ounce or less of marijuana, may not be eligible for employment with the department.

FALSE STATEMENT(S) ON APPLICATION:

Any applicant for employment with the department who makes any knowing and deliberate false statement or omission of material fact on any application document for the department shall not be eligible for employment. False statements include deliberately non-responsive answers and knowing evasions of any type. Knowing and deliberate false statements or omissions of material facts discovered on any application document at any time following employment with the department shall be immediately investigated, and where proven, shall be grounds for dismissal.

FRAUDULENT APPLICATION DOCUMENT(S):

Any applicant for employment with the department who knowingly offers any altered or fraudulent document(s) in connection with his/her application for employment with this department shall not be eligible for employment. Where such altered or fraudulent document(s) are discovered subsequent to employment with the department, such shall be immediately investigated, and where proven, shall be grounds for dismissal.

INVOLUNTARY SEPARATION FROM EMPLOYMENT:

Any applicant for employment with the department who, as an adult, has been dismissed from employment "for cause" two or more times shall not be eligible for employment.

DELINQUENCY ON FINANCIAL OBLIGATIONS/CHILD OR SPOUSAL SUPPORT:

Any applicant for employment with the department who is presently delinquent or in the arrears for any court-ordered child or spousal support payments shall not be eligible for employment.

DELINQUENCY ON FINANCIAL OBLIGATIONS/COLLECTIONS:

Any applicant for employment with the department who is presently in collections for any valid credit obligation may not be eligible for employment.

TOTALITY OF CIRCUMSTANCES:

The City of Montclair will strive to consider the "totality of circumstances" when reviewing an applicant's background and suitability for public service. The final decision for employment or disqualification rests with the Chief of Police.