



GOODING POLICE DEPARTMENT

RESERVE POLICE OFFICER

DEPARTMENT: PATROL DIVISION

GRADE/ CLASSIFICATION: EXEMPT

JOB DESCRIPTION

DEFINITION:

Under the direct supervision of the Chief of Police, the City of Gooding is seeking a part time reserve patrol officer. The entry level salary is \$10.00 hour for Level 1 certified lateral applicants. Pay is only guaranteed if shift coverage is requested by a designated supervisor. All other requests, training and double coverage with a full time officer will not be paid. Most training will be provided free of cost to the reserve employee. The position includes shift and weekend schedules. The Gooding Police Department is looking for an individual with integrity and commitment. Essential Duties and Responsibilities.

As required, serves in a variety of law enforcement areas including patrolling the City in a radio-equipped vehicle, checking businesses/ residences to prevent criminal activities, enforcing state and municipal laws/ordinances, and responding to calls involving assaults, fights, domestic disturbances, and other criminal activities/civil complaints.

Officer conducts arrests, questions, transports suspects and/ or persons with outstanding arrest warrants to jail facilities, processes prisoners into jail, and prepares incident

reports. Officer secures/investigates crime scenes, observes and/ or assists in the collection, preservation, and handling of physical evidence and property, interviews/interrogates victims, suspect(s) and witnesses, and collects evidence and verifies information pertinent to the investigation and resolution of a variety of criminal incidents. As required, preserves/documents crime scene using a variety of technical equipment, techniques, and procedures. Officer processes the scene for fingerprints, provides sketches of the crime scene, and prepares reports, complaints, affidavits, and other related documents. Officer may be called upon to testify in court, and present evidence/ sworn testimony regarding the investigative process and facts of the case. Performs other duties as assigned or required by the Chief of Police, Patrol Captain and Patrol Sergeant.

MINIMUM QUALIFICATIONS

Must meet the requirements prescribed in Chapter 19, Section 5109, of the Idaho Code and must demonstrate the ability to be certified by Idaho POST within 12 months of hire. All police applicants must be prepared to submit to a thorough background and fingerprint check; be U.S. citizens; have a high school diploma or G.E.D. Applicant must also pass the Idaho POST physical fitness test battery and a written exam. Applicants must have or be able to obtain a valid Idaho drivers license within 30 days of hiring. Successful applicants will be subject to a 1-year probationary period.

PHYSICAL

Must be able to pass the Idaho POST physical testing standards. See well enough to: read fine print; drive a vehicle and proofread documents. Hear and speak well enough to converse on the telephone and in person. Use of fingers and hands to write, use a calculator and operate a computer keyboard. Bend, stoop, stretch and reach. Strength to lift a minimum of 25 pounds. Stamina to work long hours and attend night meetings as required. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of the principles of files and records management.
- Knowledge of court process and legal terminology.
- Knowledge of the principles, trends and practices of modern law enforcement.
- Skilled in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Skilled in the use of assigned weapons.
- Skilled in assessing and prioritizing multiple tasks, projects and demands.

-Skilled in establishing and maintaining effective working relations with co-workers, other City employees, representatives from other city, county, state and/ or Federal agencies, the news media, general public and/ or others having business with the City of Gooding.

-Skilled in operating a personal computer utilizing a variety of commonly used and specialized software and operating systems/applications.

SELECTION GUIDELINES:

Individuals seeking this position will submit a formal City of Gooding Police Department application and resume within the posted period. Job applications are available at the City of Gooding Police Department, www.idaho-post.org and www.usacops.com.

Applicants will be evaluated based on an overall rating derived from their education level, experience, oral interview, and reference checks. Job related tests may be required.

The duties and responsibilities are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EVALUATION

The Chief of Police, Patrol Captain and Patrol Sergeant will evaluate the performance of this position on an annual basis.

Point of contact and liaison for the Gooding Police Department Reserve program is:

Sergeant Trent Lykins

(208) 934-8436 or by e-mail at tlykins@goodingidaho.org