

**THE CITY OF
POMONA**

Invites Applications
For

Civilian Volunteer on Patrol



APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS UNTIL FURTHER NOTICE
POSITION MAY CLOSE AT ANY TIME WITHOUT PRIOR NOTICE

VACANCY: The Pomona Police Department seeks qualified men and women who desire to serve their community in a volunteer law enforcement program.

DESIRABLE QUALIFICATIONS: Involvement in community-oriented organizations. Good communication skills.

SPECIAL REQUIREMENTS: Must be at least 18 years of age. For assignments that involve operating a vehicle, a valid California Class C driver's license is required.

APPLICATION REQUIREMENT: Applicants must complete and return the attached supplemental questionnaire with their application to be considered for the position.

EXAMPLE OF DUTIES: Conduct patrol and/or surveillance in assigned area; report unusual, suspicious or criminal activity to police dispatcher; monitor activity in City parks; identify over parked vehicles; refer citizens to appropriate agencies when presented a problem; identify and report potential violation of State, County or City Codes to appropriate unit of police department; assist sworn and/or non-sworn personnel with station duties, possibly including reserve officers, front desk contacts, filing, telephone response; perform building security, traffic control, unusual incident response, scene management and control.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS: Ability to follow written and verbal instructions; ability to recognize and report suspected criminal activity.

WORK HOURS: Volunteer program. Hours will be coordinated into volunteer's availability.

BENEFITS: Successful candidates receive a 40-hour instruction course in law enforcement operations. All uniforms and equipment are provided.

APPLICATIONS: Obtain an application at the Pomona Police Department, 490 W. Mission Blvd, Pomona, CA 91766. Web-site: www.ci.pomona.ca.us. Applicants may contact the Police Department Volunteer Coordinator at (909) 620-3641.

EXAMINATION PROCEDURE: The examination process for this position consists of an oral interview with the department and a brief report writing exercise. Successful candidates will be subject to a background investigation.

Final candidates will be subject to a background investigation, and a background interview with the Chief of Police or his designee. Failure to receive a recommendation to place at any phase will result in disqualification.

Revised: 08/22/18

EQUAL OPPORTUNITY EMPLOYER