

# ***DAVIS POLICE DEPARTMENT***

***Collateral Assignments***

***Reserve Coordinator***

***&***

***Assistant Reserve Coordinator***

## **RESERVE COORDINATOR**

### **Duties of Reserve Coordinator**

The reserve coordinator is responsible for the overall coordination of the Reserve Program and any assistant coordinators. The coordinator will oversee recruitment, selection, appointment, training, maintenance of personnel records, and assignment of Reserves.

The coordinator is appointed by and serves at the pleasure of the Police Chief.

### **Minimum Requirements**

Sergeant or manager who is off probation at time of appointment.

## **ASSISTANT RESERVE COORDINATOR**

### **Duties of Assistant Reserve Coordinator**

Assistant reserve coordinators may be responsible for any one or more of the following assignments:

1. Recruitment, hiring process, and appointment of reserves.
2. Continuous Professional Training and In-house training.
3. Field Training.

Assistant coordinators may be required to attend legal updates, conferences, or training involving reserves and reserve programs.

Assistant coordinators serve at the pleasure of the Police Chief.

### **Minimum Requirements**

Officer who is off probation at time of appointment.

### **Application Process**

Upon announcement of a vacancy, qualified officers must submit a letter of interest to Professional Standards, which includes; time in law enforcement, previous specialty assignments, and any special skills possessed which could benefit the team. Applicants who meet the minimum requirements for the position may be invited to participate in an

interview panel. The interview panel, if used, and/or the Coordinator will then make a recommendation to the Police Chief, or their designee, who will make any final appointment.