

# PARK RANGER



# RESERVE PROGRAM

# **San Francisco Recreation and Parks**

## **Park Ranger Reserve Program**

### **RESERVE PROGRAM OVERVIEW**

The San Francisco Park Ranger Reserve Organization would be a unit of the Park Ranger Division. This unit would be under the San Francisco Recreation and Parks Department Golden Gate Park Ranger Division. The unit is comprised of people who assist the Park Ranger Service by volunteering service to the park community. Reserve officers are governed by San Francisco Recreation and Parks Commission. They are appointed and serve at the discretion of the General Manager of the Park Service. The reserve program is working in conjunction with the San Francisco Recreation and Park Department Volunteer programs.

The San Francisco Park Patrol maintains a reserve force for a variety of reasons, among them are:

- To assist the full-time Park Rangers in protecting and serving the public.
- To maintain a link in the park community to provide the true sense of Community Policing.
- To provide a cost-effective service to the community by providing a uniform presence at events that might otherwise be taxing to the resources of the Department and prohibitive in cost to the public or city coffers.
- To provide Citizens the opportunity to examine the operations of the Park Rangers and assist in making informed career choices.
- To supplement law enforcement in the event of a major disaster requiring more resources than full time employees can provide.
- To provide needed emergency services when the need arises.

## **LEVELS OF RESERVES**

California Law allows for three levels of reserve officers. They are; Level I, Level II and Level III. Level I requires the most and Level III the least hours of academic training. Park Patrol Reserves are restricted to performing duties within the realm of Level II and Level III reserves even if they have completed a higher level of academic training.

The Park Service will require a minimum of level III training that is required to provide basic law enforcement duties. The requirements for this position would be completion of the 832.6 PC course. This course would be required prior to appointment to the position of reserve park ranger. To achieve additional levels the officer must complete the additional required courses of modules B, C & D.

## **BASIC QUALIFICATIONS**

To be eligible to apply to be a Park Patrol Reserve Officer the applicant must:

1. Be currently enrollment in Module III or higher.  
Or have successfully completed POST Level I, II, or III training within one year of date of application
2. Complete POST Level II training within 18 months of appointment:\*
3. Be at least 21 years of age at the time of appointment:
4. Possess at least a valid class "C" California Drivers License without restrictions:
5. Never have been convicted of any felony or any crime of violence including domestic violence, in any jurisdiction:
6. Be of good moral character:
7. Be in good physical and mental health:
8. Be a High School Graduate from a U.S. High School or possess a GED:
9. Pass a physical agility test and oral interview:
10. May be required to successfully complete a background investigation, polygraph, psychological, drug screening and medical examination:
11. Must be a Unites States Citizen or qualifying legal alien:

\*Information regarding POST training is available from many community colleges. In San Francisco contact the San Francisco Community College District or San Francisco Police Academy. In San Mateo County contact the College of San Mateo.

## **DUTIES AND RESPONSIBILITIES**

Reserves Officers mainly supplement the regular patrol force by riding in marked cars with full time officers. The reserves are comprised of Level III, Level II and Non-Designated Level I Officers.

Non-Designated Level II and Level III reserves that have successfully completed appropriate field training may perform limited patrol duties while working in pairs or under the supervision of a permanent full time park ranger.

Non-Designated Level I reserves that have successfully completed appropriate field training may perform patrol duties alone and under the supervision of a full time park ranger.

There may be opportunities to work jobs at dances, parties, athletic events, and film productions etc. available to all reserves (after completing training related to working such events and meeting certain supervision requirements).

Additionally, there are times such as natural disasters, searches, parades, special races and events, dignitary visits, high incident holidays (Halloween, Independence Day and New Year's Eve) and surveillance operations where the volunteer assistance of reserve ranger is expected.

**NOTE:** The current structure of the Park Patrol Reserve Program does not offer the required P.O.S.T. 400 hours of field training necessary to achieve a Level I status. Thus, any applicant appointed will be considered a Level II or Level III reserve and restricted to the job tasks appropriate for that category, even if they have completed a higher level of P.O.S.T. training.

## **RESERVE PARK RANGER COMMITMENT**

- ❖ Serve an initial probationary period of six months;
- ❖ Ride at least two ten hour shifts per month (emphasis is placed on riding night time hours or weekends, subject to seasonal restrictions).
- ❖ Regularly attend a quarterly general meeting (currently held on the first Friday of the month at 7:30PM).
- ❖ Work one nine (9) hour day on a Sunday per month as assigned to man the barricades for road closures. (Subject to road closure schedules)

**NOTE: Members not keeping their assignments and meeting commitment for any two consecutive months may be expelled from the reserve program.**

- ❖ Complete any designated field training within 6 months and POST Level II training within 18 months of appointment.
- ❖ Attend all required training (defensive tactics, CPR, First Aid etc...).
- ❖ Maintain any Continued Professional Training (CPR) as may be required by POST or other law or regulation on his or her own time. The Department may assist with tuition to a limited degree.
- ❖ Work at least two volunteer special events during each year;
- ❖ Maintain their uniform, equipment and appearance in compliance with department standards (most uniform, safety equipment and leather goods are supplied by the department);

## **APPLICATION PROCESS**

APPLICANTS THAT ARE WILLING AND ABLE TO MEET THE EXPECTATIONS OF THE RESERVE ORGANIZATION ARE ENCOURAGED TO APPLY.

Complete a volunteer reserve ranger application form and return it to the reserve recruiter with all of the required attachments.

APPLICATIONS RETURNED WITHOUT THE REQUIRED DOCUMENTS OR APPLICATIONS THAT DO NOT MEET THE PUBLISHED STANDARDS IN THIS ANNOUNCEMENT WILL NOT BE RETAINED

## **SELECTION PROCESS**

Applicants meeting the requirements will be invited to participate in a (pass/fail) oral interview.

Applicants that successfully complete the oral interview will be required to complete a personal history statement and will be subject to a rigid background investigation. The background investigation will require that the applicant be finger-printed, and sign releases allowing investigation into past criminal history, driving records, financial records, checks with employers, (past and present) and verification of all information provided. Falsification of or failure to provide required information would be grounds for immediate disqualification.

Applicants will then participate in a field training program for a period of (6) six months. Upon completion of the program the ranger may be required to be monitored for an additional period of time if deemed necessary by the ranger assigned to complete the field training program. Additionally the reserve ranger will be required to work alternate hours with other rangers once the probation period is completed.

## REQUIRED ATTACHMENTS

- ❖ Applicants requested to complete a Personal History Statement (PHS) must return the following documents with the completed PHS.
- ❖ Copy of a current First Aid and CPR Certificated or a letter of intent to obtain these certificates within six months of appointment.
- ❖ An original print out of the applicants driving record obtained from the Department of Motor Vehicles dated within the 30 days of the date of application and **MUST** be submitted with the completed Personal History Statement.
- ❖ A copy of the applicants driver's license and any extensions.
- ❖ A POST certificate of completion for Level III, II, or I training. An 832.6 P.C. training completion certificate issued within 24 months.
- ❖ A copy of proof of insurance for the auto regularly operated by the applicant.
- ❖ A POST certificate of completion for training issued within the last 18 months. An 832.6 P.C. training completion certificate issued within 24 months of application of a letter from the provider confirming current enrollment in one of the noted classes.

## **An Equal Opportunity Employer**



San Francisco Recreation & Parks

The City and County of San Francisco Recreation and Park Department is committed to a policy that actively pursues a program of equal employment opportunity – affirmative action, and non-discrimination on the basis of handicap or disability.

**SAN FRANCISCO PARK RANGERS  
RESERVE OFFICER APPLICATION**

501 Stanyan Street  
San Francisco, CA 94117-1898  
Phone: (415) 753-7015  
e-Mail: [park\\_patrol@sfgov.org](mailto:park_patrol@sfgov.org)



Recreation Division  
**VOLUNTEER APPLICATION**

The following information is needed by the Recreation and Park Department to ensure that volunteers have a safe and enjoyable volunteer experience and that the children and adults under our care are safe and secure. If you have any questions regarding this application contact Kimberly Duckett at 753-7275 or [kimberly.duckett@sfgov.org](mailto:kimberly.duckett@sfgov.org) , at McLaren Lodge, Golden Gate Park, San Francisco CA 94117.

Name of Recreation Director supervising volunteer \_\_\_\_\_ Phone # \_\_\_\_\_

Recreation Facility \_\_\_\_\_

**Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ S.S.# \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you available: ( ) weekdays ( ) evenings ( ) weekends

Why do you want to work for the Recreation and Park Department?  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? ( ) yes ( ) no

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Name and Number: \_\_\_\_\_

Health Care Information if applicable (provider, number, facility): \_\_\_\_\_

Valid California Driver's License? ( ) yes ( ) no

Driver's License Number: \_\_\_\_\_

Has your license ever been revoked or restricted? ( ) yes ( ) no

If yes, please explain: \_\_\_\_\_

Volunteers with the Recreation Division may be asked to officiate team sports, teach classes, tutor, assist with loading or unloading materials, clean-up work area, and in doing so may have to climb ladders, drive, sweep, read, write, run, lift, etc. Is there any reason you would be unable to perform these duties?

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Previous volunteer experience:

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List names and addresses of 3 references you have known for at least one year, include your present employer. Do not use relatives.

1.	Name _____	Phone _____
	Address _____	Zip _____
	Relationship _____	No. of years known _____
2.	Name _____	Phone _____
	Address _____	Zip _____
	Relationship _____	No. of years known _____
3.	Name _____	Phone _____
	Address _____	Zip _____
	Relationship _____	No. of years known _____

AUTHORIZATION AND AGREEMENT

I, \_\_\_\_\_, having applied to be a volunteer with the San Francisco Recreation and Park Department, do hereby authorize the agency to investigate facts concerning my qualifications for volunteer work with the Recreation Division and I authorize my employer, Justice Department, Department of Motor Vehicles, social services and other relevant agencies to release information regarding me that is known to their departments.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Minors: Needs Parent Signature**

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**CRIMINAL HISTORY**

1. Have you ever been convicted by court, including military court, of any offense? Yes No (circle one)

If yes, explain each offense, the violation, court, place of conviction, penalty (fine, sentence and date of court probation, if applicable), and name under which convicted if other than that listed above. You may omit any traffic offense for which the fine was less than \$200, and any record which has been sealed or expunged by the court.

2. Have you been arrested for any offense for which a trial is currently pending? Yes No

If yes, explain each charge.

Date of Arrest: \_\_\_\_\_

Nature of Charge: \_\_\_\_\_

3. Have you been convicted of any offense involving child molestation? Yes No

I swear (affirm) under penalty of perjury, that the information above is true.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

THE DEPARTMENT'S CRIMINAL HISTORY CHECK WILL FOCUS ON CONVICTIONS WHICH WOULD DISQUALIFY ME FROM EMPLOYMENT, E.G. PUBLIC RESOURCES CODE SECTION 5164.

ANY FALSIFIED INFORMATION MAY RESULT IN IMMEDIATE DISQUALIFICATION OF APPLICANT OR TERMINATION OF EMPLOYMENT.

**Request, Authorization and Consent for Release of Information to Employer and Release from Liability for Disclosure or Information**

I understand that in connection with the application process, San Francisco Recreation and Park Department may request information from my past employers, educational institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of any criminal history records. Prior to signing this form, I read the San Francisco Recreation Department's Application Background Investigation Policy, which I fully understand. I have provided complete and truthful information to the San Francisco Recreation and Park Department regarding all sources of information about my past employment, volunteer services, education, licensure, certification, criminal conviction record, as well as any other information requested in the volunteer application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge. In order to assist San Francisco Recreation and Park Department in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically described below.

I request, authorize, and consent to the San Francisco Recreation and Park Department's thorough investigation of whether I have a criminal history, and if so, the nature of such criminal record and all surrounding circumstances available through lawful means. San Francisco Recreation and Park Department has advised me that its criminal background check will focus on convictions which would disqualify me from employment/volunteerism, e.g. Public Resources Code Section 5164.

I further hereby release and hold harmless San Francisco Recreation and Park Department, its officers, employees and agents, and any other person, or public or private industry entity inquiring about, investigating, furnishing, communicating, reviewing or evaluating information or documents pursuant to the Request, Authorization, Consent, and Release, or making any written or verbal communications for such purposes, from any and all claims arising from such activities, including but not limited to, any claims whatsoever for defamation, violation, of California Labor Code section 1050 (governing unsolicited or false references), fraud, misrepresentation, negligent interference with prospective business relations or contract, breach of contract (including any settlement agreement), negligent infliction of emotional distress, employment discrimination, violation of public policy, and any other potential claims, unknown to me presently, that I may have, now or in the future. I voluntarily grant this release for purposes of supporting my application for employment and based upon my desire to encourage the San Francisco Recreation and Park Department's consideration of my application.

I have carefully read this Request, Authorization, Consent, and release and have voluntarily agreed to its terms to assist San Francisco Recreation and Park Department in evaluating my qualifications for employment/volunteer services and in meeting the business necessity of hiring honest, trustworthy, reliable employees/volunteers who are nonviolent and do not pose a risk of serious harm in the workplace. I additionally agree to fully cooperate with San Francisco Recreation and Park Department in permitting the release of the above information and reports. I additionally understand that all information and documents generated, received, or maintained by San Francisco Recreation and Park Department during, or as a result of, its investigation, will be maintained as confidential information and that San Francisco Recreation and Park Department will not release such information or documents to me.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Witness: \_\_\_\_\_

Print Name \_\_\_\_\_

Minors: Needs a Parent's signature:

Parent Signature: \_\_\_\_\_