

RESERVE POLICE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

The Reserve Police Officer is a sworn voluntary employee of the City and, under general supervision, patrols and assigned area in the prevention of crime and enforcement of law and order; carries out special assignments in the protection of life and property and performs related tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Sergeant or assigned Officer in Charge.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform a variety of duties in the enforcement of laws and the prevention of crimes; conducts minor investigations; provide protection to safeguard citizens' lives and property.
2. Patrol the City to preserve law and order; discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; issue warnings and citations; direct traffic at fires, special events and emergency situations.
3. Respond to general public service calls and complaints involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints and related incidents, missing persons, and threats to public safety or health.
4. Transport prisoners to County jail or other facility.
5. Conduct investigations of criminal violations and/or activities; review and analyze crime reports for pertinent facts; interview victims and witnesses; interrogate suspects; conduct visual and photographic surveillance of criminal activity; prepare and serve search and arrest warrants; apprehend and arrest offenders.
6. Execute powers of arrest and control including full search, rights advisement and warrant execution.
7. Perform duties using appropriate force to gain compliance from threats; defend self with or without weapons; discharge firearms.
8. Operate emergency vehicles in hazardous road conditions and during high speed pursuits and responses.
9. Testify in juvenile, civil, traffic, municipal and criminal courts, and parole and Department of Motor Vehicles hearings; prepare and present evidence.
10. Participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills and general policing skills.

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11. Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public.
12. Prepare a variety of reports on activities, operations, arrests and unusual incidents observed.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a police department.
Police methods and procedures including patrol, crime prevention, traffic control and investigation.
Rules pertaining to search, seizure and preservation of evidence.
Laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors and petty offenses.
Techniques and applications of self-defense and proper use of force.
Operational characteristics of police equipment, vehicles and tools including firearms.
Methods and techniques of crime scene preservation and investigation.
Methods and techniques used in interviewing witnesses, victims or suspects.
Proper use and maintenance of firearms.
Training concepts and practices.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Recent legislation and court decisions affecting police duties
Geography of the city and specific areas of assignment.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a wide range of law enforcement assignments.
Use and care for firearms and other police equipment and vehicles.
Conduct a variety of criminal and special investigations.
Investigate and apprehend offenders.
Interpret and enforce City, State and Federal laws, codes and ordinances.
Present evidence and testimony in court.
Prepare clear and concise administrative and technical reports.
Respond to requests and inquiries from the general public.
Maintain contact and preserve good relations with the public.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Qualifications

Candidate must be at least 21 years of age and be a United States Citizen or have application on file with INS for one (1) year. Most possess a high school diploma or equivalent. Must have an acceptable driving and criminal background record. Must meet all eligibility requirements of the State of Oregon to hold the position of a sworn police officer.

License or Certificate

Possession of an appropriate, valid driver's license.
Ability to acquire an appropriate, valid, basic DPSST Certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Emergency peace control environment; travel from site to site; exposure to hostile environments, traffic hazards, and inclement weather conditions; extensive public contact. Willingness and ability to work rotating shifts (including nights), weekends, holidays and extended hours. Minimum commitment of 16-20 hours per month is required.

Mobility: Incumbents require sufficient mobility to restrain or subdue individuals; physical endurance in running and climbing; heavy, moderate or light lifting; good balance and hearing; discharge firearms and utilize various other law enforcement equipment; to operate a motorized vehicle.

Vision: Incumbents in this class require vision consistent with Police Standards set by the State of Oregon.