



# RESERVE POLICE OFFICER

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Non-Paid Volunteer	<b>Effective Date:</b>	September 1, 2019
<b>Working Title:</b>	Reserve Police Officer	<b>Type:</b>	Non-Paid Volunteer Position
<b>Department:</b>	Police	<b>Supervisor:</b>	Sergeant/Reserve Coordinator
<b>FLSA Status:</b>	N/A	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

This volunteer position requires a high level of problem-solving ability, self-initiative and the ability to work independently in conformance with established guidelines and standards. Successful performers are those who are capable and willing to make decisions that are consistently in conformance with the agency's mission, goals and objectives. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. Personal conduct and behavior (on-duty as well as off-duty) must be such that it builds public confidence in the agency and its members.

### SUPERVISION

Not a supervisory position.

### PHYSICAL & MENTAL DEMANDS – SAFETY – WORKING CONDITIONS

*The work environment/physical demands described are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Physical & Mental Demands

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment, using only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### Working Conditions

Work conditions may vary by shift. Some tasks are performed in an office setting with a noise level that is usually moderately quiet and some tasks are performed outside from a police vehicle. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Physical strength, agility, and stamina sufficient to perform the duties, including work beyond normal requirements in emergencies are required. Flexibility is important because of the need to frequently enter and exit vehicles, inspect buildings, climb over and around obstacles, make sudden moves, etc. Duties include risk of exposure to bloodborne pathogens and disease.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

### **100% Job Duties**

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Patrols city streets, parks, commercial and residential areas, school zones, and high activity areas. Conducts building security checks, checks for suspicious persons and vehicles. Preserves the peace, enforces the law, controls vehicular traffic, prevents or detects and investigates misconduct involving misdemeanors, felonies, and other law violations. Issues citations or warnings to violators.

Responds to a wide variety of radio calls including thefts, juvenile complaints, burglaries, rapes, family disputes, barking dogs, loud parties, etc. and takes appropriate action. Performs first-responder emergency care at the scene of accidents and directs traffic as necessary.

Attempts to build an atmosphere of mutual respect and trust with the community, so that average citizens and community leaders form partnerships with the police.

Works with community residents to identify, prioritize and solve problems.

Assist the public in answering inquiries regarding directions, laws and ordinances, aids stranded motorists; conducts vacation house checks, checks road conditions, street signs, and street lights and reports defects, gives other assistance to the public as needed.

Investigates accidents and criminal complaints, makes arrests and issues criminal citations when required. Handles and transports detainees.

Prepares complete and accurate documents as required.

Appears in court as a witness with prior work being done on the preparation of the court case in conjunction with superior officers and various attorneys.

Must be able to provide credible sworn testimony.

Conducts special projects and/or research to assist in department's activities in areas such as crime analysis, planning for new or improved programs and computer applications.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school graduate or GED equivalency.

### **Skill & Ability**

- Verbal and written fluency in the English language.
- Must be able to provide credible sworn testimony.

### **Licenses, Certifications & Other Requirements**

- United States citizen.
- 21 years of age at time of appointment.
- Free of criminal convictions defined by Oregon Administrative Rule.
- Be of good moral character.
- Pass the Police Officer Standard Testing (POST), an entry-level skills test (arithmetic, reading comprehension, grammar, and incident report writing).
- Pass the Oregon Physical Agility Test (ORPAT).
- Pass the Pre-Background Screening (Integrity Interview).
- Pass a comprehensive background investigation.
- Pass medical and psychological evaluations.
- Valid driver license at time of hire and maintained during employment.

- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.

## **ADDITIONAL QUALIFICATIONS**

### **Skill & Ability**

- Work independently and make sound decisions using good common sense.
- Understand fairly complex oral and written instructions and act upon them accordingly.
- Deal courteously yet firmly with the public when required.
- Establish and maintain effective working relationships with fellow employees and supervisors.
- Analyze situations quickly and objectively and determine a proper course of action to be taken.
- Learn a considerable amount of material such as laws, statutes, regulations, ordinances, and procedures and apply this knowledge to the job.
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Prepare full and comprehensive reports.
- Perform effectively in emergency and stressful situations.

### **Licenses, Certifications & Other Requirements**

- Standard first aid & CPR Certification or able to obtain certification as soon as practicable.
- Required within six months of hire: NIMS ICS 100 and 700 Certifications.
- Generally, the department has no overall residency requirement; however, certain special duty assignments require a minimum response time, and all members are required to be able to tend to their duties responsibly and within a reasonable amount of time.

Volunteer Reserve Police Officers are not guaranteed a full-time position with the City of Keizer and serve at the discretion of the City of Keizer. Volunteer service may be discontinued at any time with or without fault of the Volunteer or the City of Keizer. Among the reasons for removal are economic conditions that cause reductions in work force, the Volunteer's inability to meet the 24-hour per month minimum requirement, chronic illness, failure to perform competently on regular tasks, failure to support the Department's mission, failure to continually comply with preconditions for original employment, or failure to display due regard for the civil liberties of any person. In addition, requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.