City of Newberg
JOB DESCRIPTION

POSITION TITLE: Reserve Police Officer

POSITION DEFINITION: The **Reserve Police Officer** is a non-paid, volunteer position responsible for augmenting the regular officers in the protection of life and property and assists in providing the community with the services of law enforcement, problem solving, public education and safety response for calls for service.

SUPERVISOR: Reserve Staff and Shift Supervisor

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS:

Respond/Manage Emergencies
Conduct Investigations
Prepare Reports
Use and Maintain Equipment
Provide Public Services
Make Custodial Detentions
Participate in Court Process
Operate Vehicle(s)

JOB TASKS:

Conduct interviews
Identify involved/affected persons
Respond in accordance with policy
Identify and secure scene
Write information/special reports
Gather Intelligence
Identify, complete and assemble documentation
Conduct searches and seizures
Determine proper distribution of reports
Use and maintain body armor
Determine jurisdiction/venue
Execute search warrant
Operate vehicle under emergency conditions
Use and maintain chemical agents
Use and maintain restraining devices
Assess the situation
Make probable cause arrests
Make proper notifications
Check vehicle for safe and lawful operation
Operate vehicle under adverse weather conditions
Operate vehicle radio
Operate and maintain portable radios
Detect/determine offense
Write investigative reports
Operate vehicle under routine conditions
Process evidence
Use proper force
Select proper report form
Check patrol vehicle for weapons/contraband
Control the scene
Collect Evidence
Give testimony
Operate and maintain firearms
Maintain uniform and equipment
Use and maintain lighting/vision devices
Identify needed resources
Apply restraining devices
Prepare for trial/hearings
Check associated equipment and/or supplies for veh. op.
Render Aid

Conduct investigations, as needed
Obtain arrest warrant
Operate vehicle's emergency equipment
Defuse domestic disturbance
Photograph/diagram scene
Transport persons in custody
Operate photographic equipment
Obtain search warrant
Conduct surveillance
Provide visible patrols for public projects
Determine/deploy needed resources
Respond to nuisance calls
Present visual aids in court
Check and utilize traffic cones and flares
Participate in public education programs/activities
Provide motorist assistance
Make death notification
Write administrative reports
Assist disabled persons
Effect mental holds
Conduct security checks
Participate in community problem solving projects
Serve court/civil documents
Mediate civil disputes
Provide information to the media
Provide Courtroom security
Investigate suspicious persons/situations
Check vehicle's emergency equipment
Operate computers
Coordinate with other agencies
Execute arrest warrant
Conduct booking procedures
Provide visible patrols for offense deterrence/detection
Use and maintain evidence gathering equipment
Present physical evidence
Provide traffic control
Re-establish normal functions
Issue citation in-lieu of custody
Make juvenile custody detentions
Operate intoxilyzer
Conduct welfare checks
Provide information/direction
Handle detoxification holds
Use and maintain impact weapons
Assist in citizen arrest
Use and maintain safety first-aid supplies
Use and maintain safety/hazardous materials equipment
Provide crowd control
Operate radar
Use audio-visual equipment
Use and maintain riot gear

GENERAL KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION:

Understanding of and application of Use of Force
Language skills
Knowledge of police forms
Knowledge of courtroom procedures
How to operate Audio-visual equipment
Hand and eye coordination
Organizational skills
Cultural awareness
Knowledge of department policies and procedures
Survival skills
Observational skills
Knowledge and skills to operate police equipment
Police driving skills
Knowledge of the Criminal Justice System
Knowledge of laws
Communication skills
Writing skills
Knowledge of courtroom demeanor
Keyboarding skills
Decision making skills
Assessing and understanding human behavior
Knowledge of available resources
Knowledge of discretionary authority
Analytical skills
Defensive tactics skills
Knowledge of First Aid/CPR
Knowledge of basic mathematics
Knowledge of police role

PERSONAL CHARACTERISTICS/TRAITS:

Patience
Impartial
Caring
Ambitious
Personable
Compassion
Cope with stress
Humor
Non-prejudicial
Honesty
Common Sense
Confident
Teachable
Articulated
Empathy
Flexible
Accepting of criticism
Influential
Integrity
Physical Stamina
Suspicious
Inquisitive
Intelligent
Self-controlled
Understanding
Intuitive
Objective
Courage
Self-motivated
Positive attitude
Even tempered
Conscientious
Assertive
Ethical

TOOLS AND EQUIPMENT:

Handcuffs	Firearms	Impact weapons	Chemical agents
Vehicles	Radio	Flashlight	Body armor

QUALIFICATIONS:

Required:

- High School Diploma or G.E.D.
- 21 years of age
- U.S. Citizen
- Oregon Driver's License or ability to obtain an Oregon License
- Meet the Minimum Physical Standards of Employment as a Law Enforcement Officer established by the Board on Public Safety Standards and Training, including vision and hearing.
- Satisfactorily pass a Federal, State and Local background investigation

Preferred:

- Resident of local community
- Bilingual, with ability to speak and understand English and Spanish

SALARY SCALE:

Volunteer, non-paid

APPLICATION REQUIREMENTS:

Complete a city personnel application form, personal history form, background investigation waiver and letter of interest.