**RESERVE POLICE OFFICER**

**GENERAL PURPOSE**

Performs police patrol, traffic enforcement, and related law enforcement activities.

**SUPERVISION RECEIVED**

Works under the general supervision of a shift supervisor.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Work rotating shifts performing patrol duty, traffic enforcement, investigations, administer first aid when needed, apprehend and arrest persons involved in crimes, issue citations, provide general public safety.

Works an assigned shift, and when granted solo status, uses own judgment to decide best course of action to handle difficult and emergency situations.

Maintains normal availability by radio or telephone for consultation on major emergencies. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, controls vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency and non-emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interview and Interrogates suspects, witnesses and drivers. Preserve, collect and seize evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, influence reports, Intoxilyzer check list, bad check form, vehicle impoundment form, miscellaneous service report. Types police reports utilizing proper grammar, spelling and information presented in a logical and appropriate manner consistent.

Use computers for a variety of functions.

Undertakes community oriented police work, and assists citizens with such matters as crime prevention, group presentations, drug abuse resistance education, traffic safety, problem solving, etc.

Participates in investigating crimes, violation, infractions, city ordinance, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, city ordinances, traffic violations and crimes.

Coordinates activities with other Officers or other City departments as needed, exchanges information with Officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed or as and assigned.

Maintains contact with Police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

**PERIPHERAL DUTIES**

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Performs other duties as assigned by a shift supervisor.

**MINIMUM QUALIFICATIONS**

* High school diploma or equivalent
* Minimum age of 21 years at time of appointment
* Ability to read and write the English language, preference given for Bilingual ability.
* Absent of felony conviction
* Quick response for emergency call-in: residence within a 25-mile radius of Newberg or Dundee
* Possession of, or be able to obtain by time of appointment, a valid Oregon driver’s license
* Ability to provide documentation of United States citizenship by time of appointment
* Ability to participate in a comprehensive Reserve Training Program which will include commitment of two evenings/week and some Saturday instruction over a six month period
* Ability to meet Department of Public Safety and Standards (DPSST) physical (including vision and hearing) standards

**KNOWLEDGE, SKILLS & ABILITIES**

1. Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
2. Skill in operating the tools and equipment listed below;
3. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

**TOOLS AND EQUIPMENT USED**

Must be able to proficiently use a police car, police radio, radar gun, AR-15 rifle, handgun, taser, baton, pepper spray and any other weapons or equipment issued by the police department. Examples of typical police equipment: cell phone, pager, computer utilizing a word processing program, Mobile Data Terminal (MDT) first aid equipment, handcuffs, spike strips, Intoxilyzer unit.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Reserve to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Reserve is frequently required to sit, talk, hear, stand; walk; run, use hands, finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

By use of weapon(s) or physical abilities and when lawful and justified - the Reserve must be able to make an arrest, protect self, protect co-workers, protect other persons, protect property, perform defensive tactics and physically control and detain suspects.

The Reserve must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Reserve encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Reserve frequently works in outside weather conditions. The Reserve occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet while in the office, and moderately noisy while in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City and a volunteer and is subject to change by the City as the needs of the City and requirements of the position change.