

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

TOOLS AND EQUIPMENT:

Handcuffs
Vehicles

Firearms
Radio

Impact weapons
Flashlight

Chemical agents
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.