

ORGANIZATION: City of North Plains
LOCATION: North Plains, Oregon
DEPARTMENT: Police Department

JOB TITLE: Reserve Police Officer

DATE: Approved 02-17-04

PURPOSE OF POSITION: As a reserve police officer within the city, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Provide public information and education activities which may require additional specialized training. Does related work as required.

ESSENTIAL JOB FUNCTIONS:

Patrol streets, business and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.

Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.

Maintain written records and prepare reports necessary for investigations, crime prevention, prosecution and office activities. Testify in court as necessary.

Conduct case/incident investigations, gather evidence, interview and take statements from victims and witnesses.

Maintain effective working relationship between adjacent law enforcement agencies and department members. Provide assistance and back-up as requested. Facilitate the release of appropriate information to other law enforcement agencies, social service agencies, the media and citizens in regards to on-going investigations, department policies, officer safety information, criminal activity, etc.

Perform crime prevention activities which include surveillance patrols, and dissemination of information to the public. Participate in public relations programs which may include speaking to citizen and school groups, and public service efforts e.g. bank escorts, assisting stranded motorists, and fingerprinting, etc.

Make arrests; conduct searches; transport and release prisoners.

Follow all safety rules and procedures established for work areas.

AUXILIARY JOB FUNCTIONS: Will be assigned to a Field Training Officer in order to complete a Field Training Evaluation Program. Maintain department-issued equipment. Maintain proficiency by attending training, meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

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JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Ability to learn police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions. Equivalent to high school graduation. Successful completion of the approved Reserve Officer Police Academy within one year of hire. Successful completion of the Field Training Evaluation Program. Ability to establish and maintain effective working relationships with fellow employees and members of other law enforcement agencies.

DESIRABLE REQUIREMENTS: Previous college-level training or experience in law enforcement. Knowledge of the community and surrounding areas. Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc. Bi-lingual (Spanish/English).

SPECIAL REQUIREMENTS: Must be at least 21 years of age with no criminal record, possess or have the ability to possess a valid Oregon driver's license with acceptable driving record and be a citizen of the United States.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 20 pounds on a regular basis; however may be required to move persons weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as: computer keyboard, motorized vehicle, firearms, and other police equipment. Position may require dealing with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS: Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties.

SUPERVISION RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the direction of the Reserve Police Officer Coordinator who is a full time paid Officer, and also the Chief of Police. Works with a superior officer until successful completion of necessary training program and academy.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT, ESSENTIAL, AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.