

POLICE RESERVE OFFICER

*City of
Corcoran*

Department:	Police
Reports To:	Lieutenant
Points:	N/A
Grade:	N/A - Volunteer
FLSA:	N/A
Bargaining Unit:	None
Revision Date:	August, 2017

Job Summary:

The Police Reserve Officer is a uniformed, non-sworn, non-paid volunteer in the Police Department. This position provides supplementary assistance to the Police Department under the general direction of the Director of Public Safety, Police Lieutenant, and Reserve Coordinator within the limitations set forth by state statutes, city ordinances, department policies, and regulations.

Scope of Impact:

This position supports the Director of Public Safety, Police Lieutenant, Police Officers, and Police Administrative Assistants.

Essential Duties and Responsibilities:

- Engages community members in identifying and resolving neighborhood problems through community oriented governance techniques.
 - Actively builds and maintains positive relationships throughout the community;
 - Analyzes crime trends;
 - Utilizes inclusive problem solving strategies;
 - Facilitates communication with all areas of local government to address residents' quality of life concerns;
 - Firmly, tactfully, and courteously handles situations with respect for the rights of others;
 - Consults with local businesses and individuals to provide best practices for crime reduction and crime prevention through environmental design;
 - Participates in crime prevention, community engagement, and neighborhood watch activities;
 - Participates in public education programs as assigned.

- Patrols City streets, parks, commercial, and residential areas to preserve peace and assist in the enforcement of the law through traffic control and assisting with the prevention, detection, and investigation of criminal conduct.
 - Works varying shifts;
 - Works within constitutional, statutory, case law, and policy boundaries;
 - Maintains appropriate licenses and certifications, Minnesota Driver's License, medical certifications, etc. as necessary to perform the duties of the position;
 - Responds to requests for assistance;

POLICE RESERVE OFFICER

- Transports prisoners and suspects;
 - Preserves and collects evidence as needed;
 - Provides life-saving first aid measures;
 - Testifies at court trials, hearings or grand juries as necessary;
 - Develops, composes, and presents detailed written reports;
 - Prepares for and responds to severe weather incidents;
 - Maintains roadway safety by assisting stranded motorists, removing hazards, and notifying responsible authorities of repair needs;
 - Monitors crime areas, makes business checks or vacation checks of private dwellings;
 - Effectively and professionally communicates with members of the public and City staff;
 - Expertly operates a variety of motor vehicles;
 - Cleans, maintains, and fuels department vehicles;
 - Appropriately utilizes a variety of electronic communication devices including portable radios, computers, and cellular telephones;
 - Performs public safety functions at community events;
 - Exercises sound judgment;
 - Conducts field training of other Reserve Officers;
 - Completes departmental operation and maintenance duties as assigned.
- Responds to inquiries from the public on the phone or in person such as complaints, law interpretation, or referrals to the proper agency.
 - Provides literature and resources to the public as requested;
 - When unable to directly resolve the issue, facilitates an appropriate answer or direction;
 - Recognizes opportunities to counsel, provide guidance and service to the public as a means of developing community understanding and cooperation in matters related to public safety and law enforcement.

Performs other duties and activities as apparent or assigned.

Minimum Qualifications:

Candidates for this position must have a high school diploma or equivalent. Candidates must successfully pass a comprehensive background investigation. Candidates must be 18 years of age or older, and must have a valid Minnesota Driver's License or the ability to obtain one within 30 days. Candidates must complete the Corcoran Reserve Training Program and the Hennepin County Reserve Officer Training Course within 12 months of appointment.

Desired Qualifications:

Additional desired qualifications include previous experience in a public safety capacity to include, Law Enforcement Explorers, Reserves, or enrollment in a Minnesota Law Enforcement program. Fluency in a second language or sign language is desired.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand, and interpret complex and varied work-related materials;
- Acceptable math skills including: the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to compute rate, ratio, and percent; the ability to measure distances; the ability to perform mathematical formulas involving decimals and fractions;
- Acceptable reasoning ability including: the ability to define problems, collect data, establish facts, and draw valid conclusions; the ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables; the ability to quickly process information and make decisions;
- Ability to analyze and resolve problems where precedent may not always exist; must be able to use good judgment quickly and utilize all knowledge of police policies and procedures, civil rights laws, State and Federal mandates, court decisions, and all training received;
- Strong interpersonal and communication skills in dealing with difficult situations and people; ability to work cooperatively with all city departments;
- Maintains skilled proficiency in emergency medical response;
- Ability to quickly learn, understand, interpret and apply City ordinances, state statutes, and federal laws;
- Knowledge of the legal process, chain of custody, and methods of handling evidence;
- Knowledge of the functions and responsibilities of City Departments;
- Ability to de-escalate emotional responses or extreme behaviors;
- Ability to perform in a professional and courteous manner when responding to requests from the public and other staff members;
- Ability to maintain a positive attitude toward work, the public, and coworkers;
- Knowledge of standard office software and sufficient ability to manipulate data, draft reports, and maintain records;
- Ability to work effectively as a member of a team;
- Ability to work independently;
- Ability to prioritize work requests;
- Ability to work and to remain in control of a variety of stressful situations;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information;
- Consistent attendance within and outside regularly scheduled hours as needed.

Physical and Mental Requirements:

Physical effort varies from low to very high with intermittent and indeterminate periods of rest. This position will require smelling, feeling, sitting, standing, twisting, turning, walking, repetitive movements, bending, crouching, kneeling, squatting, reaching overhead, grasping, lifting and carrying of heavy objects, pulling, sustained holding, climbing, and manipulating objects requiring manual dexterity.

POLICE RESERVE OFFICER

The employee must be able to speak intelligibly, hear, and read. Employees will not meet required hearing standards if an average hearing loss in the unaided ear is greater than 40 decibels at 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz. Specific vision abilities required by this position include close vision, color vision, distance vision, peripheral vision, and depth perception. Employees will not meet minimum entrance vision standards if far visual acuity is less than 20/40 binocular, corrected with contact lenses or spectacles, or if far visual acuity is less than 20/100 binocular for wearers of contact lenses or spectacles, uncorrected.

Report preparation and word processing will at times require extended use of a computer monitor and keyboard. Work interruptions are frequent. The position requires the ability to skillfully operate police vehicles, police ATVs, Mobile Digital Computer, digital recording equipment, emergency first aid equipment, extrication equipment, alco-sensors, computers and related software, and a variety of police restraints.

Working Conditions:

Work is divided between field work and an office environment. Field work can involve extreme weather conditions. While performing the duties of this position employees may be exposed to extreme heat and cold, wet and/or humid conditions, moving mechanical parts, vibrations, high or precarious places, fumes, airborne particles, and toxic or caustic chemicals.

Dealing emergency responses can present a significant danger of injury. Exposure to trauma and criminal activity can present very disagreeable conditions and will occur on an intermittent basis. Incumbent must be able to work extended hours on an emergency basis and work unusual hours if required, either by direction or necessity. The employee must be available outside of regularly scheduled hours unless previous arrangements have been made.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.

Employee: _____

Date: _____