



# Reserve Officer- Police

Class Code:  
POL-Patrol

Bargaining Unit: Police  
City of Prineville

## **SALARY RANGE** **Volunteer**

### **SUMMARY:**

This position provides supplemental support for law enforcement and crime prevention duties including patrol and communications on a volunteer basis. Assists in and provides public assistance; performs other duties as necessary for the proper functioning of the department.

### **SUPERVISION RECEIVED:**

Work is normally performed under the general supervision of the Reserve Coordinator or assigned shift commander who assigns and reviews work for conformance to laws and departmental rules and regulations. Ultimately under the command of the Chief of Police and Captain.

### **SUPERVISORY RESPONSIBILITIES:**

Reserve Officer does not provide direct supervision.

### **FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

The essential functions include but, are not limited to, the following duties and responsibilities, which are listed in no particular order.

Assists the patrol division during special events by performing traffic control, security, parking, surveillance, and other activities as necessary for the proper functioning of the department.

Assists the public by answering inquiries regarding directions, laws and ordinances; aids stranded motorists; checks road conditions, street signs and street lights; gives other assistance to the public as needed.

Directs traffic and generally provides traffic control at scenes of fires, parades, and other special events, malfunctioning traffic signals, motor vehicles collision scenes, etc.

Performs animal and ordinance officer duties as needed or assigned.

Jointly responsible with all other employees for the overall cleanliness and order of the police facility.

**KNOWLEDGE AND SKILLS:**

Knowledge and use of business English, grammar, spelling, punctuation and composition.

Works well with others in a spirit of cooperation and teamwork.

Ability to deal with confidential information and/or issues using discretion and good judgment.

Ability to make reasonable and sound decisions in stressful situations.

**MINIMUM QUALIFICATIONS:**

Must be a citizen of the United States.

Possess a valid Oregon driver's license with acceptable driving record. (Or the ability to obtain a valid Oregon driver's license within two weeks of hire.)

Must be at least 21 years of age at the time of initial testing.

Must have a high school diploma or GED equivalent.

**Additional Requirements:**

Must be able to pass an approved written test and ORPAT physical test.

Must pass the Central Oregon Reserve Academy (or a Reserve Academy of equal standing)

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee 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 employee is occasionally required to sit, talk or hear. The employee is frequently required to stand; walk; pursue suspects, use hands and fingers, handle, or feel objects, tools, or controls, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision and the ability to adjust focus.

**Tools and Equipment Used:**

Computer, including word processing, data base, Internet, and spreadsheet programs; telephone system, copy machine, fax machine. The safe operation of law enforcement equipment including City motor vehicles, two-way radios, camera, MDT units.

**Work Environment:**

While performing the duties of this job, the employee frequently works outside in adverse weather conditions; works near moving vehicles and vehicle exhaust fumes.

The noise level in the office environment is quiet and usually moderate in the field environment.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**