

## **RESERVE POLICE OFFICER**

### **DUTIES PERFORMED:**

1. On volunteer basis, aids in preventing crime and enforcing Federal, State and City laws.
2. Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s).
3. Using own judgment, determines the nature of a call for service, investigates the circumstances and may take necessary or prudent action at the direction of a certified officer.
4. Provides assistance to the public in emergency and non-emergency situations; administers first aid/requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
5. Responds to emergency radio calls with certified officers and assists with investigating accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc; takes appropriate law enforcement action when appropriate.
6. Prepares a variety of written and oral reports.
7. Assists in the investigation of crimes, interviewing of witnesses, victims and suspects and provides feedback to the appropriate people; collects and documents evidence.
8. Appears in court, and is available to testify in matters which the reserve officer has knowledge of whether it be criminal or civil.
9. Maintains proficiency in the use of police related equipment.
10. Prepares and maintains legible, concise and understandable record of activities (i.e. notebook).
11. Performs special assignments related to investigations, crime prevention and traffic enforcement.
12. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Experience & Training**

Any combination equivalent to graduation from high school or GED program; must be 21 years of age; must be a U.S. citizen; have a valid Oregon driver's license; pass a background investigation verifying prior criminal convictions; complete approved reserve officer academy; successfully complete probationary period; volunteer a minimum of 16 hours per month and attend monthly meetings/training.

#### **Knowledge, Skills and Abilities**

Knowledge of City ordinances, civil service, State and Federal laws; content, intent and application of Oregon criminal law; adult and juvenile judicial procedures; civil and constitutional laws; Departmental policies and procedures; laws of arrest and search and seizure; techniques of interview and interrogation; criminal case preparation; crime scene management; oral and written communication skills.

Ability to prepare clear and concise written reports; communicate effectively, both orally and in writing; analyze dangerous situations rapidly and accurately before taking safe effective action; enforce federal, state and municipal laws; work with the public in a courteous respectful manner.

#### **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 reserve is frequently required to sit, and talk or hear. The reserve is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The reserve may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 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.

**APPLICATIONS - CLOSING DATE:**

Applications and resumes must be submitted to Administrative Manager Janice Cramer by 5 p.m. on December 1, 2017.

The City of Cottage Grove is an equal opportunity employer. All persons regardless of age, race, sex, color, national origin or physical or mental disabilities are eligible for employment.