

RESERVE POLICE OFFICER

SUMMARY

Assists full-time sworn Public Safety personnel; patrols assigned areas, performs traffic control or crowd control duties. Performs related work as required.

SUPERVISION RECEIVED

Typically works in conjunction with and under the direct supervision of assigned full-time sworn Public Safety Officer. Trains under the supervision of the departmental Reserve Liaison Officer.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assists full-time sworn departmental personnel in the performance of their duties.
2. Provides preventive patrol on a bicycle, or on foot; reports suspicious subjects, vehicles, and situations. Conducts property checks of businesses, public buildings and areas, and private homes.
3. Uses radio equipment in accordance with department policy to receive assignments, request information, and maintain awareness of department activities. Keeps dispatcher or shift supervisor apprised of status and activities.
4. Reports crimes, accidents, and other incidents.
5. Enforces appropriate ordinances and statutes, assists Public Safety Officers, when requested, making arrests or issuing citations where appropriate; processes, protects, and maintains custody of prisoners as requested.
6. Provides traffic and parking enforcement and traffic control.
7. Perform first aid on injured persons within the officer's training and abilities until the arrival of medical personnel.
8. Completes all necessary reports, tickets, forms, and administrative paperwork as required.
9. Serves subpoenas and other paperwork as required.

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10. Provides security for public events.
11. Maintains public order at the scene of incidents, fires, crimes, or potential or actual civil disorder at direction of a Public Safety Officer.
12. Performs related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good knowledge of occupational hazards and necessary safety precautions.

If authorized to carry firearms on duty, maintain firearms qualification according to department standards.

Maintain qualification in non-lethal force, including use of chemical agents and self-defense training, according to departmental standards.

Knowledge of the laws and regulations applicable in criminal investigative work and skill in following these procedures in routine and emergency situations.

High school diploma, or the equivalent, is required.

A valid Michigan driver's license, and clear criminal and traffic ordinance violation records are required.

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 regularly required to sit, stand, walk, talk or hear; use hands or fingers to handle, or feel; reach with hands and arms and travel to other locations. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to run, taste or smell. The employee must frequently lift and/or move items of up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee may be exposed to crime and accident scenes and unpleasant surroundings. The noise level in the work environment is usually moderate and can be loud. Duties will occasionally include exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.

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