

## Reserve Police Officer

<b>Title:</b> Reserve Police Officer	<b>FLSA Status:</b> Non-exempt	<b>Supervisory Responsibilities:</b> No
<b>Reports to:</b> Police Sergeant	<b>Department</b> Police	<b>Date Created/Last Evaluated:</b> April 2018
<p><b><u>Summary</u></b> On an as needed basis, (fifty hours per calendar year minimum), performs responsible work to provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.</p>		
<p><b><u>Qualification Requirements</u></b> <i>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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p><b><u>Minimum Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Education equivalent to graduation from high school and completion of Basic Law Enforcement Training;</li> <li>• Minimum of two years full-time law enforcement experience</li> <li>• Valid NC driver's license and good driving record;</li> <li>• Minimum age of 20 years.</li> </ul>		
<p><b><u>Knowledge, Skills and Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Ability to listen and comprehend information and ideas presented through the spoken word and sentences;</li> <li>• Ability to combine pieces of information to form general rules or conclusions from seemingly unrelated items;</li> <li>• Ability to communicate information and ideas in writing so others will understand;</li> <li>• Ability to deal courteously but firmly with the public;</li> <li>• Some knowledge of the occupational hazards and necessary safety precautions of the work;</li> <li>• Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;</li> <li>• Ability to understand and carry out oral and written instructions;</li> <li>• Skill in the use of firearms and possession of fire arms certificate issued by the State of North Carolina;</li> <li>• Ability to read and understand information in work related documents;</li> <li>• Some knowledge of laws, legal codes, court procedures, agency rules and government regulations;</li> <li>• Some knowledge of policies, procedures and strategies to promote security and protection of people and property;</li> <li>• Ability to establish and maintain effective working relationships with associates, subordinates and the general public.</li> <li>• Ability to contribute to a welcoming and inclusive workplace through positive contributions, supporting a culture of respect, and valuing the differences and efforts of all team members.</li> </ul>		
<p><b><u>Supervisory Responsibilities</u></b> N/A</p>		
<p><b><u>Essential Functions</u></b></p> <ul style="list-style-type: none"> <li>• Operates a patrol vehicle or walks on an assigned shift to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order;</li> <li>• Identify, pursue and arrest suspects and perpetrators of criminal acts;</li> <li>• Interviews victims and witnesses to obtain information necessary regarding crime, accidents, violation etc;</li> <li>• Helps collect evidence and investigate crimes and traffic accidents;</li> <li>• Responds to radio dispatches and answers calls and complaints;</li> <li>• Directs traffic flow and reroutes traffic in case of emergencies;</li> <li>• Records facts to prepare detailed reports that document incidents and activities;</li> <li>• Issues traffic citations, serves warrants and summons;</li> <li>• Makes arrests and testifies in court;</li> <li>• Photographs or makes drawings of crime or accident scenes;</li> <li>• Provides police escorts; directs traffic, performs residential and commercial checks.</li> <li>• Provide appropriate security for special events, parades etc.</li> </ul>		

**Physical Demands**

This is medium work requiring the exertion of up to 50 pounds of force to push or lift and up to 150 pounds of pull objects. Requires the ability to crawl, crouch, stoop, climb, sit, stand, and walk over uneven terrain. Requires the ability to speak loudly and clearly to communicate information and ideas so others will understand. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities even in low light conditions. Requires color perception, depth perception and peripheral vision. Requires the ability to respond quickly (with the hand, finger or foot) to a signal (sound, light, picture) when it appears; to reach in any direction with the hands and arms, grasp with the palm and make repetitive motions with the fingers and wrists. Requires stamina to work long hours, possibly in adverse weather conditions.

**Work Environment**

The worker is exposed to inside and outside environmental conditions without protection from weather extremes, and frequently in a closed vehicle. Includes exposure to sounds and noise levels that are distracting or uncomfortable. Hazards include vibration and hazards associated with working near moving traffic. Work includes contact involving difficult negotiations.

**Special Requirements**

Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. Work is performed on an "as-needed" basis to cover police department duties and assignments. Officer must work a minimum of fifty hours per calendar year. There is no financial compensation for part-time reserve officers to complete NC Criminal Justice Training and Standards annual state mandated training other than required annual firearms qualification. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.*

\* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.