

Reserve Officer Job Description

Distinguishing Features of Work:

- This is general duty work in protecting life and property, maintain order, preventing crimes, and assisting in enforcing laws and ordinances.
- Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol and traffic regulation duties which may be performed in vehicles, bicycles, or on foot.
- Work involves an element of personal danger and officers must be able to act without direct supervision and exercise discretion and independent judgment in meeting emergencies.
- Assignments and general and special instructions are received from a superior officer.

Examples of Work: (These examples are illustrative only and do not include all possible assignments)

- Patrols a designated area of the city on foot, bicycle or radio equipped vehicle to provide general security, preserve law and order, to prevent and discover the commission of crime.
- Answers calls and complaints involving violations of the law.
- May be asked to assist in gathering evidence, obtain witnesses and assist with transports.
- Directs traffic, administers first aid and/or CPR when necessary.
- Crowd control, gives escorts.
- Upon assignment, operates police radio and electrical signal equipment and may make calls for special emergency equipment.
- Makes reports of activities.
- Performs related work as required and all duties as may be assigned by a superior officer.

Desirable knowledge, Abilities and Skills:

- Some knowledge of modern police methods and procedures.
- A working knowledge of state laws and city ordinances.
- Some knowledge of geography of the city and/or county and location of important buildings/areas.
- Knowledge of first-aid and CPR.
- Ability to understand and carry out effectively oral and written instructions.
- Ability to write clear and concise reports.
- Ability to develop skill in the use of police equipment.
- Ability to deal courteously and firmly with the general public.
- Ability to react quickly and calmly in emergencies.
- Good general intelligence.
- Aptitude for police work

Physical Standards:

Must be in good general physical condition and health as determined by a required physical.