



JOB DESCRIPTION

ORGANIZATION:	City of Lebanon	LOCATION:	Lebanon, OR
DEPARTMENT:	Police	DATE:	November 2019
DIVISION:	Volunteers	JOB STATUS:	N/A
JOB TITLE:	Reserve Officer (Non-Paid)	FLSA EXEMPT:	N/A

PURPOSE OF POSITION: First and foremost, to provide assistance to full-time Police Department personnel; perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Provide public information and education.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all volunteers and do not include all specific essential functions and responsibilities the volunteer may be expected to perform.*

1. Patrol within the city limits of Lebanon.
2. Assist full-time, sworn police officers.
3. Write citations/warnings to violators of ORS and City ordinances, as authorized by Chief of Police.
4. Assist with Community Services Division events.
5. Tag abandoned vehicles for Code Enforcement.
6. Transport radar trailer to designated locations throughout the city.
7. Assist with traffic control during events.
8. Assist with cold thefts (no suspects).
9. Assist with tall-grass ordinance tracking.
10. Assist with errands, as needed.
11. Assist with prisoner transports to/from jail.
12. Bike patrol/foot patrol.
13. Provide security for courtroom and/or school events.
14. May be called upon to provide testimony in court.
15. Must be available to commit to a minimum of 20 volunteer hours per month. Hours vary based upon tasks performed, Sunday through Saturday.

MANDATORY QUALIFICATIONS:

1. Must be at least 21 years of age.

Education & Experience:

1. Must possess equivalent of high school diploma and successfully complete an aptitude test at the twelfth-grade reading and writing standard.
2. Successful completion of physical abilities test, background/criminal investigation, psychological exam and medical exam.

3. Ability to successfully complete LEDS Manual.
4. Must meet requirements for attendance at the Reserve police academy.
5. Previous customer service experience.
6. Ability to work independently and/or in a team environment.
7. Ability to defuse potentially-volatile situations.
8. Ability to communicate effectively by radio and phone.

Licenses & Certificates:

1. Possess and maintain a valid Oregon operator's driver's license with an acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. Previous training or experience in law enforcement.
2. Knowledge of the community and surrounding areas.
3. Previous training related to police equipment or operations (e.g. first aid, CPR, hazardous materials, firearms training, LEDS Inquiry (general-level certification, etc.).
4. Bilingual speaker (Spanish/English).

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, volunteer is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 25 pounds on a regular basis; however, may occasionally be required to move adults.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc.
4. The position requires mobility and the ability to operate a motorized vehicle.
5. Protective gear and police equipment are worn at all times and weigh ± 25 pounds.
6. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

1. While performing the duties of this job, the volunteer will work indoors and outdoors at all times of day/night and in all weather conditions, and is occasionally exposed to hazardous situations that may result in injury, death or use of deadly force on others.
2. The volunteer will have contact with individuals who may become violent, combative, are under the influence of drugs/alcohol, and are mentally ill or who have communicable diseases.
3. Volunteer operates police vehicles and may be required to sit/stand for extended periods while performing various duties.
4. Noise level in the work environment is usually moderate, but volunteer may occasionally be exposed to high-level noises including, but not limited to, emergency vehicle sirens, gunfire, shouting and yelling.
5. Must be available for occasional weekend assignments.

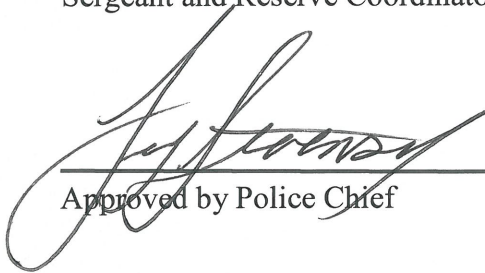
SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

WORKING CONDITIONS:

1. Work locations are a combination of indoors and outdoors.
2. While performing the duties of this job, volunteer occasionally works outdoors at all times of day and in all weather conditions, and is occasionally exposed to hazardous situations that may result in injury, death or use of deadly force on others.
3. Volunteer operates police vehicles and may be required to sit for extended periods while performing various duties.
4. Noise level in the work environment is usually moderate, but volunteer may occasionally be exposed to high-level noises including, but not limited to, emergency vehicle sirens, gun fire, shouting and yelling.

SUPERVISORY RESPONSIBILITIES: Not required.

SUPERVISION RECEIVED: Works under the direct supervision of the Reserve Program Sergeant and Reserve Coordinator.



Approved by Police Chief

November 2019