

Position Title: Reserve Officer
Department: Police
Immediate Supervisor: Chief of Police

Job Summary

Assists the department as assigned by the Chief of Police or designee. Patrols in vehicle, on foot, in golf cart, and traffic Control; prevents crime or disturbance of peace in order to deter violations of local, state, and federal laws. Responds to calls for service, enforces traffic laws, enforces and investigates crime and suspicious acts, and serves the community by providing security and preventative patrol.

Perform any other duties as assigned.

This is a volunteer position with no pay or benefits offered by the City of Reno.

This position will work a minimum of 16 hours per month

Essential Job Functions

- Exhibit proper driving skills; has valid Texas driver's license required; driving record must be satisfactory with the City of Reno and departmental rules and regulations
- Must meet all requirements for appointment as an peace officer under the rules of the Texas Commission on Law Enforcement (TCOLE)
- Must become familiar with patrol areas and with persons living in the area.
- Notes suspicious persons, vehicles, and activity and checks to officer's satisfaction; gathers criminal intelligence
- Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
- Must have knowledge and the ability to enforce appropriate City ordinances, State and Federal laws.
- Must follow all written or verbal directions; make ethical decisions that conform to applicable laws, departmental policy and regulations.
- Must be able to work well with the public and co-workers daily, communicating effectively in English, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism and adverse conditions. Has good "people skills."
- Provide police services and assistance; adapt toward procedures. Conduct accurate, thorough and complete investigations.
- Load and unload police equipment from a vehicle, including lifting objects up to

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- 100 pounds from trunk, cargo areas, or back seat.
- Must be able to raise a pistol, rifle or shotgun to aim at a subject for an extended period of time without firing; shoot a pistol, rifle, shotgun, tazers, or any other lethal or less than lethal weapons and munitions authorized for use by the department; demonstrate competent weapons proficiency; clean and maintain duty weapons; use a baton to control hostile subjects; perform defensive and/ or other hand-to-hand defensive and combat tactics; display proficiency in officer survival and safety tactics.
- Physically restrain individuals in the following circumstances: fighting subjects, crowd control, those under the influence of behavior- altering drugs, and those suffering from mental disorder; use arm lock/ wrist lock/ and other restraints on an individual; wrestle with hostile subjects; physically hold unwilling subjects until help arrives; apply handcuffs to unwilling subjects; physically take away knives, guns, or clubs or other weapons from aggressive subjects.
- Physically assist drunks in walking, entering police car; forcefully grab subjects by the arm to lead them away; search persons/ vehicles for weapons, evidence, and contraband.
- Search buildings in dark or low-light conditions; use forced entry techniques such as breaking down doors; chase suspects for extended distances over adverse terrain e. g. rugged fields, alley ways, over fences; run to assist other officers or apprehend subjects; break up fights among citizens at public places and events; carry or drag: injured persons, reluctant protesters from protest area.
- Climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence or suspects; walk door to door seeking information about a crime or subject; walk long distances to search for missing persons/ suspects/ evidence.
- Physically assist seizure victims to prevent injury; administer CPR/ first aid in emergency medical situations; assist ambulance attendants in carrying victims under adverse conditions, e.g. up/down stairs, over rough terrain, out of creeks, etc.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time; stand on hard surfaces for long periods of times performing guard/security duties.
- Enter and exit a police car quickly and safely; operate speed detection radar, video camera, mobile radio, lights and sirens; drive safely under adverse conditions; e. g. rain, snow, sleet, ice, dark, etc. even at high speeds; engage in safe high-speed driving while pursuing suspects or responding to calls; operate a motor vehicle for extended periods of time (several hours); work in congested traffic in and out of a police vehicle.

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- Physically push vehicles off roadways when stranded, and assist with stranded motorists.
 - Assist the Fire Department where necessary; observe gruesome sights, e. g. deceased persons, battered children without losing composure.
 - Perform duties acceptably after long hours without sleep during emergency situations.
 - Work in all weather conditions, inside and outside, in light and dark; work any day of the week, any hour of the day, extra assignments as needed; communicate effectively in English via police radio, telephone, and in person, with citizens, coworkers, and instructors, including persons of diverse backgrounds, without bias or prejudice.
 - Assist fellow employees without being asked, share recognition for work done jointly; effectively share work information; respond positively to constructive criticism; behave in manner conducive to high morale; express enthusiasm for work assignments, environment, personnel and management.
 - Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling; follow through on assignments in a timely manner.
 - Maintain an acceptable physical fitness level,
 - Arrive at work on time; maintain the appropriate uniform appearance; carry/wear appropriate extra equipment other than a gun belt, e.g. bulletproof vest, etc.
 - Maintain work area neatly, safely and in organized fashion.
 - Display self-confidence and command presence with conduct reflecting favorably on the department and city.
 - Must not pose a threat to the health and safety of self or others.
 - A quick learner and has ability to work with little supervision under adverse conditions; good problem solving skills
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Other Job Functions

- Assist individuals with mobility impairments when appropriate; assist persons with disabilities onto bed or stretcher.
 - Assist with clearing debris from storm damage, etc.
 - Assist in carrying firefighting equipment, victim rescue.
 - Assist in capturing, destroying animals when appropriate,
 - Fuel and properly keep clean and maintain police vehicle.
 - Must keep uniforms clean and maintain a professional appearance
 - Must keep issued and other non- issued equipment clean and well maintained
 - Must be able to attend training out of town.
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- Has basic computer knowledge and word processing skills and is familiar with windows based operating systems and other basic computer software
 - Must be available after duty time for emergency call outs
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Required Job Functions, Skills, Education, Certificates and/or License for appointment to position of Reserve Officer

- Fully certified Texas Peace Officer.
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Signature/ Approval

Employee

Date

Supervisor

Date

Mayor

Date

SAMPLE