

# City of Frankenmuth Position Description

## Reserve Police Officer

### **General Summary:**

Under the direct supervision of the Chief of Police, Reserve Coordinators, Sworn Officers, Platoon Leader, Squad Leader: performs responsible law and ordinance enforcement. Maintains order, protects life and property, and takes a proactive role in deterring crime within the City and Township. Utilizes investigative skills as needed and participates in special police duties as assigned.

**Supervised by:** Chief of Police, Reserve Coordinators, Sworn Officers, Platoon leader, Squad Leader

**Supervises:** Exercises supervision over Reserve Officers of lesser seniority in emergency situations.

### **Essential Job Functions**

A Reserve Officer in this position may be called upon to assist a sworn officer in any or all of the following essential duties: These examples do not include all of the duties which the Reserve Officer may be expected to perform. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

### **Duties and Responsibilities:**

#### ***Essential Job Functions (Functions essential to attaining job objectives):***

- Patrols on foot, bicycle or in motor vehicle to prevent crime, respond to calls for service, protect life and property, direct traffic, investigate accidents, enforce motor vehicle operation and parking regulations. Check barricades and areas under repair, doors of business establishments at night and homes of residents on vacation.
- Affects an arrest, forcibly if necessary, using handcuffs and other restraints.
- Pursues fleeing suspects on foot, both day and night, in unfamiliar terrain.
- Subdues resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
- Climbs over obstacles; climbs through openings; jumps down from elevated surfaces; jumps over obstacles, ditches and streams; and crawls in confined areas to pursue, search, investigate and/or rescue.
- Uses body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- Enters and exits vehicles quickly to perform rescue operations, pursues a suspect or answers an emergency call.
- Loads, unloads, aims, and accurately fires handguns, shotguns, rifles and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.

- Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing arrests, rescues or general patrol functions.
- Performs law enforcement patrol functions while working rotating shifts or with variable off days, and unanticipated overtime.
- Conducts searches of buildings, homes and outdoor areas which may involve walking and standing for long periods of time and which requires the ability to see from a distance, to distinguish color and perceive shapes as well as discern smells, tastes and tactile sensations.
- Conducts visual and audio surveillance for extended periods of time.
- Performs searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Operates an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices; in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
- Operates mobile data terminal located in patrol vehicle to query computerized law enforcement data with appropriate accuracy and proficiency.
- Communicates effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operation.
- Communicates directly with people, giving information, directions and commands while listening effectively.
- Reads and comprehends rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Exercises independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- Manages interpersonal conflicts to maintain order.
- Interacts and deal effectively with people from various social, ethnic and cultural backgrounds in range of interpersonal situations, demonstrating appropriate courtesy and respect for individual rights.
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informant.
- Prepares investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Testifies as a witness in court.
- Performs CPR and other lifesaving and rescue techniques on individuals in situations requiring immediate action, using appropriate procedures and safety precautions.
- Demonstrates predictable and regular attendance.
- Directs traffic and crowds at parades, ceremonies, sporting and other events requiring traffic direction.

***Marginal Job Functions (Peripheral or incidental to primary job functions):***

- Serves criminal processes including warrants and subpoenas.
- Furnishes escorts when required.
- Performs related work as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of modern approved principles, practices and procedures of police work.
- Knowledge of federal and state laws and city ordinances, and of departmental rules and regulations.
- Knowledge of first aid methods.
- Ability to satisfactorily complete required training.
- Ability to learn streets and physical layout of the City and adjoining areas within an appropriate time frame.
- Ability to perform essential job functions either with or without reasonable accommodation.
- Ability to cooperate with other sworn officers and other staff, to accept lines of authority, and to deal courteously but firmly with the general public.

**Experience and Training:**

- Required education includes a high school diploma or the equivalent. An Associates Degree is preferred.
- Must be willing to attend training deemed appropriate by the Chief of Police, Reserve Coordinators, or Platoon Leader to further enhance the Reserve Officer's performance or the performance of the department in general.

**Special Qualifications:**

- Possession of a valid motor vehicle operator's license issued by the State of Michigan and a satisfactory driving record.
- Must meet Michigan Commission on Law Enforcement Standards testing requirements and physical standards (to be determined post-job offer) for certification as a police officer.
- Must be able to pass a background investigation with special emphasis on criminal behavior (not limited to convictions) and moral character.
- Skill in establishing and maintaining effective working relationships with fellow Reserve Officers and the general public.
- Must be able to complete Field Training Program as described in the Frankenmuth Police Dept. Policy General Order Book.

The physical demands and work environment characteristics described here are representative of those a Reserve Officer encounters while performing 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 work environment can range from an office setting to a dangerous law enforcement situation. The Reserve Officer is regularly required to communicate with others by telephone, radio or in person. Physical demands, therefore range from sitting in an office or vehicle to the enormous physical exertion associated with apprehending criminals. The following physical demands and environment characteristics will be encountered by Reserve Officers at varying frequencies while performing the duties of this job: standing, walking running, sitting using hands to finger, feel, reaching with hands and arms, talking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, lifting and / or moving objects of light to the very heavy weight.

The Reserve Officer may be frequently exposed to outside weather conditions, and occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosive and vibration. The noise level in the work environment can range fro the quiet to the very loud.

Reserve Officer Candidate:

Date: \_\_\_\_\_

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Receiving Officer:

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