

## CITY OF LAKE STEVENS POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Reserve Police Officer I Reserve Police Officer II
<b>DEPARTMENT:</b>	Police
<b>CLASSIFICATION:</b>	Non-Union, Non-Exempt
<b>EFFECTIVE DATE:</b>	January 3, 2008

### **POSITION PURPOSE:**

These temporary, part-time positions support regular Police Officers in providing a wide range of police services to the public including but not limited to: enforcing laws, providing assistance and service, protecting life and property, maintaining peace and order, providing public safety and crime prevention, and doing civil and criminal investigations.

These classifications may be assigned to work one or two different shift assignments depending on the operational needs of the department and staffing levels. Reserve Police Officers serve the community at the discretion of the Chief of Police and have no appeal rights when disciplined or terminated. The position of Reserve Police Officer is “at will.” It is not a civil service position nor is it covered by any collective bargaining agreement.

### **SUPERVISION RECEIVED:\***

- Works under the direct supervision of a Police Sergeant.

### **SUPERVISION EXERCISED:**

- None.

### **DISTINGUISHING CHARACTERISTICS**

**Reserve Police Officer I:** Reserve Officers assigned to this classification may temporarily work 12 – 36 hours a month; supporting law enforcement operations; filling in for one or more officers on vacation, or supporting other officers during special events.

**Reserve Police Officer II:** Reserve Officers assigned to this classification may temporarily work up to 39 hours per week for a maximum of two years filling in for crew shortages. Once a regular full-time officer has been hired to fill any vacant positions, Reserve Officers in this classification revert back to the Reserve Police Officer I classification.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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\* See “City of Lake Stevens, Administrative Organization” in the HR Policy and Procedures Manual.

- Provide service to the public relating directly to public safety including providing assistance, answering questions, make referrals to other services, and solving community problems.
- Patrol the city to detect and prevent crime, stop unlawful behavior, enforce traffic laws, and find conditions that are hazards to the community.
- Respond to requests for service and take appropriate action following established policy, procedure and current professional practices.
- Interview victims, witnesses, and suspects and document their statements.
- Apply laws, ordinances, and court decisions.
- Apprehend offenders including making physical arrests and overcoming their resistance.
- Create accurate, thorough and complete cases that will be referred to the prosecutor or appropriate authorities.
- Create and maintain accurate and complete reports, logs and other documentation using computers.
- Provides assistance to other city departments, public safety agencies and government agencies.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

**QUALIFICATIONS:**

- Skills in the operation and understanding of personal computers and typical office equipment, including the ability to type 35 words per minute.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with wide range of people who may be under stress, have emotional or mental disorders, or are impaired by drugs or medication. Ability to use sound judgment under stress.
- Ability to evaluate a number of factors and solve problems using deductive reasoning.

- Ability to understand and follow complex oral and written instructions.
- United States Citizen.
- A minimum of 21 years of age.
- Possession of a valid Washington State Driver's License.
- Ability to pass a written and physical fitness examination, psychological evaluation, medical examination and polygraph exam.
- Able to work variable shifts including nights, weekends and legal holiday hours.
- Must successfully complete a Washington State Criminal Justice Training Commission certified reserve officer academy and successfully complete a field officer training program by a civilian law enforcement agency.
- High School Diploma or equivalent with a preference for an Associate of Arts Degree or higher.
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job may be substituted for these qualifications.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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EMPLOYEE ACKNOWLEDGEMENT

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