

CITY OF ROY – POLICE DEPARTMENT

PO BOX 700 * ROY, WA 98580-0700

216 McNaught St S



Reserve Police Officer Position Description

Roy Reserve Officers perform uniformed patrol duties in support of the Roy Police Department. Their primary mission is to enhance the full time police force. The position is entirely voluntary, and serves at the pleasure of the Chief of Police or his/her designee

Reserve Officers are sworn and commissioned personnel with law enforcement authority and powers while on duty and in the City of Roy and it's contract cities

Officers perform general duty police work in the protection of life and property through the enforcement of laws and ordinances

Officers are responsible for the protection of life and property, prevention of crime apprehension of criminals, and the general enforcement of laws and ordinances

Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol, preliminary investigation, and traffic enforcement duties which may be performed in police cars, or on foot

Work involves an element of personal danger and police officers must be able to act without direct supervision and to exercise independent discretion in meeting emergencies

Field work includes exposure to emergencies and individuals who may be distraught, violent, or abusive

General and special instructions are received from the Reserve Coordinator or someone designated by the supervisor who reviews work methods and results through reports, personal inspection, and general discussion

Position Duties and Responsibilities

Reserve Officers are required to commit to and complete a minimum of 20 hours of patrol time each month. Officers are required to attend regularly scheduled in-service training sessions, and department meetings

Achieve, demonstrate, and maintain minimum department standards of proficiency and performance in accordance with policies, procedures, rules and regulations of the department

Patrol a designated area of the city on foot or by police vehicle, to prevent and discover the commission of crime and to enforce motor vehicle operation and parking regulations

Answers calls and complaints including but not limited to fire, traffic accidents, domestic situations, robberies and other misdemeanors, disturbances and felonies and takes necessary police action

Prepare and submits reports; operates computers utilizing a variety of software programs, including database, word processing, and other applications, to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar

Administer first aid, conduct preliminary investigations, gather evidence, and obtain witnesses information at the scene of a crime

Arrest, search, transport, and confine offenders. Testify in court for cases that you have been involved in

Interview persons with complaints and inquiries, and attempt to make the proper disposition or direct them to proper authorities

Give information on laws and ordinances and general information to the public

Exercise powers of arrest and control; defend self and use force and deadly force

Operate a city vehicle under normal and emergency conditions

Respond to crime scenes and perform criminal investigations

Interact with community in a positive manner to cooperatively reach resolution of community needs and to foster positive, effective, and lasting relationships between the community and police department

Maintain good physical condition, agility, and coordination to allow performance of the essential tasks of a police officer

Physical Demands and Work Environment

Reserve Officers should maintain necessary physical fitness, health and conditioning at all times to allow them to perform all essential functions of a Police Officer. Constant demands include sitting in and operating police vehicles while on duty; ability to read and write reports; ability to see clearly in both daytime and nighttime conditions; ability to hear accurately and speak clearly. Frequent demands include standing, walking, handling/grasping, fine finger manipulation, ability to operate a computer, and lifting an average of 20 pounds (equipment, evidence, and property). Occasional demands include the ability to walk or run for prolonged periods of time or distances; ability to aim and accurately discharge all firearms approved for departmental use; ability to pursue and forcibly arrest, when necessary, criminal suspects; ability to resist and defend oneself against physical assaults; ability to swim and ability to come to the aid or rescue of members of

the public involved in accidents or who require physical assistance to remove them from harm. Environmental factors include generally moderate noise levels with a risk of exposure to occasional high noise levels; up to 90 percent of the employee's time is spent outdoors or in a patrol car; above/below normal temperatures are part of the job; and there is a risk of exposure to blood borne pathogens.

Qualifications

Requirements:

- U.S. Citizen
- Be 21 years of age by the completion of the academy
- Have a high school diploma or G.E.D
- Possess a valid U.S. drivers license and obtain a Washington State drivers license by the time of appointment
- Must not have any Felony or Domestic Violence convictions
- Must obtain a current and valid Concealed Weapons Permit

Ability to:

- Work in partnership with the community to solve law enforcement issues and to improve the quality of life for Roy residents and other contract cities
- Meet the minimum standards of strength, agility and endurance as specified in Physical Agility Test
- Learn pertinent State and local laws and departmental policies and procedures
- Think and act quickly and appropriately in emergency situations
- Maintain cooperative working relationships with co-workers
- Deal with the Public in a tactful, pleasant and courteous manner
- Follow verbal and written instructions
- Communicate effectively in English both verbally and in writing
- Establish and maintain positive, effective working relationships with those contacted in the performance of work
- Maintain regular, reliable and punctual attendance

For more information and an application, contact
City of Roy Chief of Police, Paul Antista at
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