



Charter Township of Waterford Position Description

Reserve Police Officer

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| Department: | Police |
| Supervised By: | Chief of the Police Department and Other Supervisors through the Chain of Command |
| Supervises: | No supervisory responsibility |
| Bargaining Unit: | NA |
| FLSA: | Exempt |
| Status: | Sworn Civilian Volunteer |

General Summary

Under the general supervision of the Supervisor in Charge, Reserve Police Officers are auxiliary personnel who volunteer their services to assist and support the Department in law enforcement-related and community policing service functions. They are also used as a resource during special events and emergencies. Formal and/or position training is provided in areas such as: Communications Section, Identification Section, Central Records Section, Patrol Services, Special Events and other areas where assistance is needed and can be supplemented by the Reserve Officers.

Essential Position Functions

The responsibilities of a Reserve Police Officer are that of a public servant position based on public trust, competency and credibility. A Reserve Police Officer assigned to this position may be called upon to do any or all of the following functions related to Waterford Township. These examples do not include all of the duties a Reserve Police Officer may be expected to perform. To perform this position successfully, an individual must be able to perform each essential function satisfactorily.

1. Demonstrate a positive attitude and desire to be a public servant
2. Provide assistance and respond to citizens requests for information
3. Front Desk and Office assignments within the Waterford Police Department
4. Read and review departmental notices, publications and electronic data regularly and forwards the information, when appropriate

5. Patrol locations in areas that exhibit criminal activity in order to deter it
6. Assigned to Traffic control, funeral details, parades, fairs, carnivals, disaster sites, special events and other activities of a nonviolent nature
7. Provide support during Open Houses, Charity and Public relations events; perform civilian fingerprinting duties, etc.
8. Issue parking citations for improper parking, fire lane violations and handicap violations
9. Patrol with State MCOLES Certified Officers on patrol to provide additional personnel support during the observation of criminal activities, traffic hazards, unusual activity in business and residential areas
10. Perform other Reserve Police Officer related duties as assigned

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the position.

1. Minimum age of 21 years old
2. United States citizen and reside in the State of Michigan
3. Preference will be given to Waterford Residents
4. Good oral and written communication skills
5. Ability to use position related computer programs
6. Possess a valid Driver's License and meet the Township's driving standards
7. Have no criminal convictions for any serious misdemeanor or felony offenses
8. Preference will be given to those who have attended the Citizens Academy
9. Preference will be given to individuals who have earned a degree from a college or University with North Central Region accreditation or similar
10. Complete and pass a MCOLES Reserve Police Officer Training Academy.
(Applicants will be sponsored and the training will be paid by the Department)

11. In good physical condition and successfully pass a medical examination
12. Pass the written exam with a score of 70% or higher
13. Pass an oral board exam with a score of 70% or higher
14. Successfully pass a background investigation and psychological examination
15. Pass a drug screen and submit to mandatory random drug & alcohol screening
16. Attend monthly and annual in-service training and meetings
17. Volunteer a minimum of 16 hours of service hours each month
18. Successfully complete and pass the State CPL course and obtain a CPL
(Within 90 days of being accepted to the position)
19. Ability to understand and exchange information with supervisors and co-workers
20. Ability to provide and/or follow verbal direction in conformance to rules, regulations, and other directives

Physical Demands

The work performed by a Reserve Police Officer is both physically and emotionally demanding. The physical demands described here are representative of those that must be met by a Reserve Police Officer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the Reserve Police Officer is frequently required to sit, and talk or hear. The Reserve Police Officer is occasionally required to stand, walk, and use hands and/or fingers. Handle or operate objects and moving mechanical parts, controls, or tools listed above. Lift and/or reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and possibly taste or smell.

Reserve Police Officers must have the dexterity and strength necessary to safely operate a firearm and other weapons.

Reserve Police Officers may be required to pursue subjects either on foot or in a vehicle. Foot pursuits may require a Reserve Police Officer to run at a high rate of speed and to climb up and over tall objects.

The Reserve Police Officer may be required to carry, drag, or restrain individuals above 100+ pounds.

Specific vision abilities are required by this position to include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this position the Reserve Police Officer is regularly exposed to outside weather conditions. The Reserve Police Officer is frequently exposed to wet and/or humid conditions; extreme cold, extreme heat; vibration.

The Reserve Police Officer may be exposed to fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and explosives.