



## CITY OF RAMSEY

# Police Reserve Officer

## JOB DESCRIPTION

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### PRIMARY OBJECTIVE OF POSITION:

To ensure a secure, aware and involved community by uniting law enforcement and residents. To provide a variety of support services to the community and the Police Department in a non-sworn, volunteer capacity.

Reserve Officers conduct uniformed patrols of residential and business districts on an "observe and report" basis in a marked police squad. Reserve Officers are not licensed peace officers and do not carry a firearm, but are trained in defensive tactics.

### MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a strong desire to serve the City of Ramsey (residency in Ramsey is not required)
- Must possess a high school diploma or GED
- Must possess a valid MN driver's license and have a good driving record
- Must pass a pre-employment physical and drug screen
- Must pass a thorough background check, including a criminal history check

### ESSENTIAL JOB FUNCTIONS:

- Provide general security, traffic control and public relations for community functions such as the Lions Community Picnic, Ramsey Happy Days Event and Night to Unite
- Assist the Police and Fire Departments with general security, traffic control and public relations in times of natural disaster and major emergencies; would require being on-call for such emergencies
- Assist the Police Department with set-up, promotion, and active participation in safety-related events such as school events and neighborhood watch programs
- Assist licensed officers with general security, traffic control, motor vehicle accidents, medical calls, and other calls as requested by licensed officers
- Optional ride-alongs with licensed officers for the purpose of gaining additional knowledge and experience
- Assist the Police Department staff with non-priority calls

### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively communicate in English, both orally and in written form
- Ability to write reports or document incidents, with training provided
- Ability to make a positive contribution to the department by working cooperatively with peers and supervisors
- Ability to respond to or assist with basic calls for service, community events and emergency medical situations, with training provided
- Ability to establish and maintain effective working relationships with other Police Department staff and the general public
- Ability to participate in department training sessions and community events at the required levels
- Ability to exercise good judgment, common sense, trustworthiness, and honesty
- Ability to maintain confidentiality