

RESERVE OFFICER

SUMMARY

A reserve officer shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in this manual.

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community.

A reserve officer shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through assisting with preventive patrols and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic using approved traffic direction and control techniques.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.
9. Assist the departments and agencies within the community as directed.

GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of Reserve Officer to:

1. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
2. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Respond punctually to all assignments.
4. Acquire and record information concerning events that have taken place since the last tour of duty.

5. Record activity during tour of duty in the manner prescribed by proper authority.
6. Maintain weapons and equipment in a functional, presentable condition.
7. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Falmouth Police Department and suggest other procedures to be followed.
8. Be accountable for the securing, receipting and proper transporting of all evidence and property coming into custody.
9. Answer all questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
10. Preserve the peace at public gatherings, neighborhood disputes, and family quarrels. Make arrests or issue summonses to court when the situation dictates.
11. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
12. Confer with court prosecutors and testify in court or at administrative hearings.
13. Accomplish other general duties as assigned or become necessary.
14. Perform such duties as may be directed by the Chief.
15. Properly book all arrested adults and detained juveniles, using approved techniques and procedures.

SPECIFIC DUTIES AND RESOPNSIBILITIES – PATROL

Patrol an assigned area for general purposes of crime prevention and law enforcement.

Patrol includes:

1. Become familiar with the assigned area of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones, and other emergency services should be noted.
2. Apprehending persons violating the law or wanted by the police.
3. Completing detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or

additional information is discovered pertaining to a previously reported offense, the officer shall complete a supplemental report.

4. Preserving any crime scene until an Officer-in-Charge, Sergeant, or Detective arrives when such crime is encountered or when dispatched to the scene as first responding officer.
5. Public Assembly checks.
6. Building security checks.
7. Observing, identifying, and interrogating suspicious persons.
8. Issuing traffic citations, warnings, and motor vehicle defect cards to motorists in violation of Federal or State law or Town ordinances.
9. Being alert for and reporting fires.
10. Reporting street light and traffic signals out-of-order, street hazards, and any conditions that endanger public safety.
11. Checking of schools, parks, and playgrounds.
12. Responding to any public emergency
13. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data that will aid in identification, apprehension, and prosecution of offenders as well as recovery of property.
14. Be alert to the development of conditions tending to cause crime and indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
15. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
16. Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when an Officer-in-Charge, Sergeant, or dispatcher has issued authorization for a temporary absence.
17. Patrol assigned area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Reserve Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.

18. Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area.

If assigned to operate a motor vehicle:

1. Shall possess and maintain in good order a valid State of Maine Motor Vehicle Operators License.
2. See that it is well maintained mechanically and that it is kept clean both inside and out.
3. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
4. Remove the keys whenever the patrol car is left unattended for any reason. Use only vehicles assigned by the Officer-in-Charge or Sergeant.
5. Use the call numbers assigned to him/her to contact headquarters. Radio traffic shall be clear, concise, and always in a professional manner.
6. Operate the radio in line with FCC regulations and current departmental procedures.
7. Ensure that the assigned vehicle's gas tank is full prior to completion of each tour of duty.
8. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
9. Take measures to direct the flow of traffic in the area during periods of congestion.
10. Notify the Officer-in-Charge or Sergeant of all absences from regular duties, and notify the Chief if more than a temporary absence is required.
11. Make Periodic reports to the station house.

SPECIFIC DUTIES AND RESPONSIBILITIES – TRAFFIC CONTROL

1. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as traffic officer in preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
2. Enforce the parking ordinances and motor vehicle laws in the patrol areas.

3. Be alert for traffic safety conditions that may endanger or inconvenience the public and report such conditions to the Officer-in-Charge.
4. Wear the prescribed traffic safety clothing and equipment.

ESSENTIAL JOBS FUNCTIONS – RESERVE POLICE OFFICER

1. Affect an arrest, forcible if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate, and/or rescue.
3. Communicate 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 operations.
4. Communicate verbally and effectively by listening to people and by giving information, directions, and commands.
5. Conduct searches of buildings and large outdoors areas that may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.
6. Conduct visual and audio surveillance for extended periods of time.
7. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect, or answer an emergency call.
8. Exercise 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.
9. Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informants.
10. Manage interpersonal conflicts to maintain order.
11. Operate an emergency vehicle during both the day and night in emergency situations involving speeds in excess of posted limits. Exercise due care and caution when operating 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.
12. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
13. Perform tasks that require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.

14. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
15. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
16. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
17. Read and comprehend rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
18. Subdue resisting subjects using hand and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
19. Use body force to gain entrance through barriers to search, seize, investigate, and/or rescue.

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation for disability. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Shall satisfactorily complete the Falmouth Police Department FTO program.
2. Shall work no more than a total of 1,040 hours per year as a Reserve Police Officer.
3. Shall work a minimum of 8 hours per month.

EDUCATION AND/OR EXPERIENCE

A minimum of a high school diploma or its equivalent is required.

CERTIFICATES, LICENSES, REGISTRATION

1. Shall be expected to attend or have completed the Maine Criminal Justice Academy pre-service training program.
2. Shall attend all academy and department mandated annual training.
3. Possess or obtain a valid class C State of Maine Motor Vehicle Operators License.

OTHER REQUIRED SKILLS AND ABILITIES

1. Personal computer skills.
2. The ability to apply knowledge of current research and theory in the specific field.
3. Establish and maintain effective working relationships with members of the community, the police department, and other agencies.
4. The ability to speak clearly and concisely both in oral and written communication.
5. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. The employee has a direct responsibility for the safety and well-being of other people and must meet multiple demands from several people.

TERMS OF EMPLOYMENT

Shall be determined by the Chief of Police.

EVALUATION

The Chief of Police or a designee will evaluate performance in this position.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned as needed by the Chief of Police or their representative.