



**CITY OF GRANTS PASS, OREGON**  
**CLASS SPECIFICATION**  
**RESERVE POLICE OFFICER**

**FLSA Status :** Volunteer  
**Bargaining Unit :** Non-Bargaining  
**Salary Grade :** Not Applicable

**CLASS SUMMARY:**

The Reserve Police Officer is a volunteer position. Incumbents perform police patrol and investigative law enforcement work, initial emergency support at fire or other emergency scenes, and scene security and staffing at special events. Reserve Police Officers perform under the immediate instruction of a Field Training Officer or other officer as assigned and under the general and special instruction of a Public Safety Sergeant, who reviews service through personal inspection and discussion.

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**CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

Under the guidance of a Field Training Officer or other Officer, Reserve Police Officers may:

- Investigates traffic accidents, prepares reports; directs traffic when necessary.
- Provides public safety services in the assigned areas of the city.
- Enforces traffic laws and issues citations or warnings to violators.
- Makes decisions as to correct action to be taken at calls for service.
- Knows, understands, accepts and implements City and Department policy and procedure.
- Serves as a community problem solver by action and attitudes.

*Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Carries out duties in a manner, which is safe, both for the person and community, and adheres to ethics of the department.
  - Answers and investigates citizen complaints and reports; watches for and investigates wanted and missing persons and property.
  - Escorts prisoners to police station and court as assigned; testifies in court.
  - Assists at crime and accident scenes by searching for evidence; interviewing victims, suspects, and witnesses; and apprehending violators.
  - Assists in fire and rescue situations; sets up fire suppression equipment (i.e. deploys and connects fire hoses, raises ladders, operates fire hydrants); provides emergency medical aid.
  - Treats people with respect; inspires the trust of others; serves with integrity and the highest ethical standards; upholds organizational values.
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**Training and Experience** (positions in this class require):

A High School Diploma or GED, and a combination of course work, experience and training which provides the required knowledge, skills and abilities.

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**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C
  - ROLEA Certificate
  - Proof of U.S. Citizenship
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**Knowledge** (positions in this class require):

Knowledge of:

- Basic conflict resolution;
  - Appropriate use and care of firearms;
  - Basic operation of other standard police, fire suppression, or emergency medical equipment;
  - Safe and efficient operation of motor vehicles;
  - Police techniques and procedures;
  - Effective and efficient public relations;
  - Methods of investigation;
  - Police patrol procedures and related activities;
  - Personal computers and related software programs;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules and regulations.
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**Skills** (positions in this class require):

Skill in:

- Dealing effectively and tactfully with individuals and groups under adverse conditions;
- Performing physically taxing police and firefighting duties;
- Analyzing situations quickly and objectively and determining the proper course of action;
- Recalling names, faces and details of incidents;
- Writing clear and complete reports;

- Appropriate and effective independent decision making;
  - Maintaining confidentiality, impartiality and objectivity;
  - Managing multiple tasks simultaneously;
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require punctual employee presence. Volunteers may be assigned days, nights and/or day shifts. Volunteers must attain and maintain sufficient level of physical fitness and agility to annually pass the agility test.

Volunteers must be 21 years of age at the time of hire.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Must be able to pass a thorough background investigation, psychological screening, drug test, and meet DPSST minimum required standards pursuant to the Oregon Administrative Rules.

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**Classification History:**

Adopted by Council April 2, 2008, Resolution No. 5326  
Revised June 22, 2018