

**TOWN OF LADY LAKE
JOB DESCRIPTION**

JOB TITLE: RESERVE POLICE OFFICER

STATUS: Volunteer

DIRECT REPORT: Police Sergeant

GENERAL DESCRIPTION:

Supplemental force in areas of patrol, investigations, special events, and/or special details as assigned by a supervisor or a member of the Command Staff. General duty police work in the protection of life and property through the enforcement of laws and ordinances.

ESSENTIAL JOB FUNCTIONS:

1. Effects an arrest, forcibly if necessary, using approved methods and weapons in self defense
2. Prepares complete and accurate reports.
3. Exercises independent judgment in determining 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.
4. Operates a law enforcement vehicle during both the day and night; in emergency situations possibly involving speeds in excess of posted limits, in congested traffic and unsafe road conditions.
5. Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
7. Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Maintains proficiency with law enforcement firearms and equipment.
9. Conducts searches as dictated by circumstances.

Essential Job Functions (Continued):

10. Engages in law enforcement patrol functions, working rotating shifts, patrolling in vehicle and on foot, performing security checks of businesses.
11. Effectively communicates with people by giving information and directions, offering advice during disputes and advising of rights and processes.
12. Demonstrate communication skills in court and other formal settings.
13. Collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
14. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
15. Performs rescue functions at accidents, emergencies and disasters as equipment allows, directs traffic for evacuation and safety purposes.
16. Processes and transports prisoners using appropriate restraints and methods.
17. Extinguishes small fires by using a fire extinguisher and other appropriate means.
18. Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
19. Patrols areas of the Town by: car, on foot, bicycle or any assigned vehicle or mode of travel as assigned.

ADDITIONAL ESSENTIAL JOB FUNCTIONS FOR RESERVE OFFICERS:**ELIGIBILITY AND SELECTION**

1. Reserve Officers shall meet the same requirements as full-time officers as set forth by the Criminal Justice Standards and Training Commission (C.J.S.T.C.) All reserve officers must have current FDLE law enforcement certification. Reserve officers are expected to acquire, and maintain, a working knowledge of Florida Statutes and the ordinances of the Town of Lady Lake.
2. The selection Process for reserve officers will be the same as for regular officers as set forth in the Personnel Rules and Regulations for the Town of Lady Lake.

DUTIES AND RESPONSIBILITIES

3. Reserve officers shall attend mandatory meetings for the reserve unit and are subject to disciplinary procedures for missing two (2) consecutive reserve unit meetings without prior authorization.
4. Reserve officers are required to actively participate in the Reserve Program to maintain their reserve status. Reserve officers who volunteer or work a minimum of 24 hours per month, including extra duty employment details, are considered to be actively participating in the Reserve Program. Reserve Officers who fail to actively participate in the Reserve Program shall have their reserve status reviewed by the Chief of police to determine whether or not their reserve status should be revoked.

AUTHORITY AND RIGHTS

5. A reserve Officer has police authority as allowed by Florida State Statute and is subject to the same written directives as full-time officers. This includes, but is not limited to, carrying off duty weapons and the use of police department equipment after reaching solo status. However, a Reserve Officer that has not achieved solo status shall be under the direct supervision of the full-time officer with whom he/she works.
6. Reserve Officers are not allowed to work patrol except under the direct in-attendance supervision of a full-time officer unless they have achieved Solo status. A reserve officer, not on Solo status, may be allowed to work alone on assignment at the discretion of the Patrol Division Lieutenant or Command Staff. Normally, a reserve officer is not eligible to work an extra-duty detail unless he or she has completed the Field Training and Evaluation Program and is actively involved in the reserve Program.
7. In addition to restrictions enacted by this policy or other written directives, reserve officers are restricted in their ability to perform law-enforcement duties to only those areas for which they have received training.
8. Reserve Officers are afforded the same public liability protection as full-time officers in accordance with Florida Statutes and Town Policy.

TRAINING

9. The FTO coordinator shall ensure that all reserve officers receive all necessary training to perform any assigned law enforcement duties.
10. Reserve officers are expected to participate in, and successfully complete field training. Reserve officers are expected to complete the program within the allotted amount of time as designated by the Chief of Police.

11. The FTO coordinator shall provide opportunities for all reserve officers to receive training necessary to maintain state law enforcement certification.
12. All reserve officers may be required to attend any departmentally mandated in-service training.

UNIFORMS AND EQUIPMENT

13. Reserve Officers will be issued the same uniforms as full-time officers. Uniform insignia and badges shall be the same as issued to full-time officers.
14. Reserve Officers are authorized to carry only equipment approved by the Lady Lake Police Department.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Must meet minimum requirements as established by Florida statutes.
- Skill in the use of firearms.
- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.

MINIMUM QUALIFICATIONS (CONTINUED)

- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the Town and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write and speak effectively.
- Ability to meet physical requirements and standards as set by the state of Florida and the Town of Lady Lake.
- Ability to communicate effectively.
- Ability to demonstrate interpersonal skills and integrity.
- Ability to gain knowledge of the laws of Florida.

EDUCATION AND EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalency.
- Completion of the Minimum Standards courses as set forth by the Florida Department of Law Enforcement Division of Criminal Justice Standards.
- Must meet all entrance requirements as established by the Department.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Possession of a valid Florida Driver’s License.
- Florida Law Enforcement Certification.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to operate a computer or any department issued equipment.
- Light to heavy lifting and carrying.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.
- Ability to communicate with individuals in person and telephonically
- Reaching.
- Climbing.
- Depth perception.
- Distinguish colors.
- Pulling, pushing, walking, standing for extended periods of time, crawling, kneeling, bending, smelling, stooping, jumping, running.
- Driving a patrol vehicle, possibly at high speeds.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Works outside in various weather conditions.
- Slippery surfaces.
- Uneven surfaces.
- In or with moving objects or vehicles.
- Heights.
- Poor lighting.
- In hazardous and stressful conditions.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]

Approved by Commission: August 16, 2007
Revised: July 2007
Supersedes all Job Descriptions prior to: August 2007

Acknowledged receipt of job description, this _____ day of _____ 20 .

Signature: _____