



City of Osseo
415 Central Ave
Osseo, MN 55369
Updated: May 2015

POLICE RESERVE OFFICER

Position Title: Police Officer
Department: Police Department
Supervisor's Title: Chief of Police

Pay Grade: Not Applicable
FLSA Status: Not Applicable
Work Status: Part-time

PURPOSE

ORGANIZATIONAL RELATIONSHIPS

Reports to:
Communicates with:
Supervises: None

ESSENTIAL FUNCTIONS

- Reserve Officers conduct uniformed patrols of the city on an “observe and report” basis in a marked police squad. Reserve Officers are NOT licensed peace officers and do not carry firearms.
- Provide general security, traffic direction, public relations, etc. for community functions such as the annual Lions Roar celebration, Movies/Concerts in the park and other selected activities.
- Ride along with licensed peace officers.
- Assist the Police and Fire Departments in times of natural disasters 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 Night to Unite, the public safety booth at Lions Roar and other selected activities.
- Deliver city documents to City Council members and Planning Committee members.
- Assist license peace officers as needed; including assisting at motor vehicle accidents, medicals, domestics, crowd control, prisoner transports, or other calls as requested by the licensed peace officer.
- Assist the Police Department staff as needed; including handling non-priority calls, such as animal complaints, vehicle lockouts and other non-emergency type calls upon request.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as delegated by the Reserve Coordinator, licensed peace officers, or Chief of Police.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES

- Commitment to high ethical standards.
- Ability to demonstrate initiative and independent decision-making.
- Ability and skill in working as a team to fulfill the mission of the Osseo Police Department.
- Knowledge of pertinent federal, state, and local laws.
- Skill in interpreting, explaining, and enforcing City requirements to a variety of groups and individuals.
- Skills in the operation of computers and applicable software packages.
- Ability to effectively present verbal and written information to large and small groups.
- Ability to work independently and plan, organize, and prioritize work tasks.
- Ability to handle interruptions and concentrate on the task at hand.

- Ability to handle multiple ongoing tasks and complete work in a timely manner.
- Skill in the operation and maintenance of departmental equipment.
- Strong interpersonal skills and the ability to effectively handle a wide variety of people and issues in a professional manner.
- Ability to work under limited supervision.
- Ability to exercise good judgement and common sense.
- Ability to participate in department training sessions.
- Ability to meet the minimum yearly training and duty commitment, as mandated by the Reserve Coordinator(s).

Departmental Equipment used: Vehicle, computer, 800Mhz radios, ASP baton (or similar model), OC spray, handcuffs, department issued uniform, copier, fax, multi-line phone system, various other office tools/equipment,

MINIMUM TRAINING & EXPERIENCE

- Be a United States Citizen.
- Be at least 18 years of age or older.
- Possess a High School diploma or equivalent.
- Possess a valid Minnesota driver's license with a good driving history.
- No felony convictions or history of criminal activity.
- Pass a thorough background check, including a criminal history check. *Note: Felony and Gross Misdemeanor convictions will render applicants ineligible.*
- Reserve Officer and other department members will provide task training by attending the Hennepin County Sheriff's Office Reserve school, an in-depth field training program through the Osseo Police Department and monthly meetings.

PREFERRED QUALIFICATIONS

- Previous experience as a reserve officer or peace officer.
- Knowledge of the physical geography of the City of Osseo.
- Knowledge of municipal operations, City policies, procedures, and ordinances.
- Ability to learn requirements in the Reserve Units standard operating procedures.

PAY RATE AND HOURS

This is a non-paid position and is strictly voluntary. Hours will vary depending on assignment.

WORKING CONDITIONS

Works in a variety of capacities, including patrolling in a squad car and foot patrols.

Standing for long periods of time.

Use of fine motor skills and performs repetitive movements.

Lifting of heavy objects.

Working at all times of the day and night, as assigned.

Travels within/outside the City of Osseo.

Wearing of body armor and a department issued uniform.

Wearing of a duty belt and the equipment associated.

Sitting for long periods of time while on patrol.