

**CITY OF ROSEBURG
VOLUNTEER OPPORTUNITY
RESERVE POLICE OFFICER PROGRAM**

APPLICATIONS ACCEPTED UNTIL POSITIONS ARE FILLED

HOW TO APPLY: *Resumes will not be accepted either in lieu of or in addition to the application form.* Obtain application from Human Resources Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470; phone (541) 440-1199. Submit applications to Sergeant Fetsch, Roseburg Police Department, 205 SE Jackson Street.

DEFINITION: Reserve Police Officers volunteer to assist in fulfilling the police mission at the primary level of execution. In conjunction with City Police Personnel, prevent and repress crime through patrol activities. Enforce City ordinances, State and Federal laws, apprehend offenders and secure compliance in lesser non-criminal matters. Perform other related activities in the area of community services.

EXAMPLES OF DUTIES: In conjunction with City Police Personnel, patrol city/businesses & residential streets to enforce traffic/criminal laws; check for suspicious persons/vehicles. Respond to calls including citizen complaints/thefts/family disputes/juvenile complaints; take appropriate action. Assist in investigation of accidents/death/criminal complaints; gather evidence for prosecution; make arrests; issue citations; handle suspects as called for by law & department regulations. Fingerprint/photograph suspects. Prepare written reports. Receive and transmit computer messages. Appear in court as witness, serve writs, warrants, subpoenas. Assist public by answering inquiries regarding directions, laws and ordinances, aid stranded motorists, conduct vacation house checks, check road conditions, street signs and street lights, give other assistance to public when needed & appropriate. Represent department and City in community activities, special activities, parades, parking needs, educational programs and while in daily contact with the public. Keep informed on current crime problems; may engage in tactical operations as directed; is constantly aware of possible vice or narcotic violations, reporting such conditions immediately to the department.

MINIMUM QUALIFICATIONS: U.S. citizen at least 21 years of age. Possess valid Oregon Driver's License. Successful completion of department entrance level examinations. Graduation from high school or GED. Excellent physical condition as defined in Specifications F-4 and Specifications F-2-Vision of the Oregon Department on Public Safety Standards and Training (DPSST). Good moral character as determined by a thorough background investigation as prescribed by Specification S-2 of the DPSST. Ability to perform essential job functions as outlined by DPSST Job Task Analysis. Possess DPSST Reserve Officer Certificate within one year of selection. Post-acceptance physical.

DESIRABLE QUALIFICATIONS: Ability to: work with close supervision of an experience police officer; accept & follow direction/instruction; earn a considerable amount of factual material such as laws/statutes/regulations/ordinances/procedures and apply this knowledge; comprehend and interpret laws/statutes/regulations; understand sometimes complex oral and written instructions and act accordingly; act effectively and calmly in emergency situations; prepare clear/concise/comprehensive reports; analyze situations quickly and objectively and determine a proper course of action to be taken; work effectively and courteously with the public/other agencies/employees/volunteers. Physical strength and agility to perform the duties as determined by the Police Department.

CITY OF ROSEBURG

POLICE DEPARTMENT

RESERVE POLICE OFFICER PROGRAM

Maintaining a regular force of police officers to meet all circumstances encountered in law enforcement is financially prohibitive for any government. Maintaining an all-volunteer force is not practical for daily operations. A combination of regularly paid, professional officers with a strong, well-trained force of reserve officers is an ideal solution.

The mission of the Roseburg Police Department's Reserve Officer Program is to establish and maintain a unit of trained and qualified reserve officers to assist the Department and to support regular officer personnel to ***maintain a feeling of safety and security, develop and maintain a partnership of community and police to reduce unlawful behavior, protect constitutional guarantees and to create an environment of openness, honesty and mutual respect.***

The City of Roseburg Police Department, in cooperation with other local law enforcement agencies, formed a partnership with Umpqua Community College in sponsoring a Reserve Police Academy at U.C.C. It is the policy of the Roseburg Police Department that all Roseburg Police Reserve Officers have either successfully graduated from that program, or do so within one year of being accepted into the Roseburg Police Reserve Officer Program.

EQUAL OPPORTUNITY PROGRAM