



JUSTIN POLICE DEPARTMENT

"To protect and serve" is not just a slogan, but our way of life.



RESERVE POLICE OFFICER

REPORTS TO: Lieutenant
GRADE LEVEL:
SUPERVISOR: No

DEPARTMENT: Police
STATUS: Part-Time / Non-exempt
CLASSIFICATION: Reserve Police Officer

DESCRIPTION OF WORK

The Justin Police Department is currently seeking enthusiastic and trustworthy individuals interested in working as part of a team to provide exceptional service to the citizens of Justin.

General Definition: On an assigned shift, patrols an assigned area in a motor vehicle while protecting persons and property; performs law enforcement and regulatory activities such as traffic enforcement, making arrests, completing reports, and performs related work as required.

Supervision Received: Work is performed under the general supervision of the Police Lieutenant, or a senior officer. Serve at the discretion of the Chief of Police and may be called into service at any time the chief or his designee considers it necessary to have additional officers.

Supervision Exercised: None

Requirement: All reserve police officers must serve a minimum of 12 hours of duty per calendar month. Officers who are unable to meet this requirement must submit a written request through the chain of command to the Chief of Police for an approved leave of absence.

FTO Program: All reserve officers are required to successfully complete a structured field training program before they may operate as a solo unit. Officers who have at least two years prior service as a sworn officer may complete a more abbreviated field training program, the length and content of which is determined by the field training supervisor.

Salary: Following completion of a field training program, reserve officers are eligible to receive financial compensation for each hour of service, similar to the hourly wage of a full time officer.

Posting open until filled. Please fill out our employee application here <http://www.cityofjustin.com/government/employment/> and email completed application to acoss@cityofjustin.com

ESSENTIAL JOB FUNCTIONS

- Patrols an assigned area to detect criminal activities, suspicious circumstances, traffic and ordinance violations and hazard to life or property; check buildings for physical security; takes appropriate action by issuing citations, warnings or placing violators in custody as appropriate.
- Responds to routine and emergency calls for service, interviews witnesses and suspects, analyzing criminal and civil violations to determine the best method of resolution and determines sufficiency of evidence to justify a search and/or arrest.
- Arrests and detains persons suspected of misdemeanor and felony crimes and physically restrains arrested subjects as needed. Serves warrants as required.
- Pursue fleeing suspects by physical foot pursuit or with a motor vehicle as authorized.
- Book and process suspects into the County jail and transfer prisoners from other localities.
- Investigates vehicular accidents, directs traffic, assists motorists, and write required reports.
- Establishes personal contacts with citizens to advise of hazards and crime conditions. Establishes sources of information within the community.
- Handles persons with mental disorders and welfare concerns. Handles lost or missing children investigations. Acts as field training officer when assigned.
- Utilizes proper two-way radio techniques and procedures, with clear speech and tone.
- Prepares criminal, informational, and other routine reports and logs.
- Presents verbal testimony and evidence in criminal or civil court. Interacts with prosecutors on specific cases.
- Collect, process, photograph, mark and preserve all types of physical evidence.
- Attends shift briefings; receives assignments, handouts and information regarding department policies, enforcement areas of special concern and other relevant information.
- Maintains assigned vehicle, patrol equipment and supplies in good working order.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of modern police methods, traffic, criminal and civil laws and regulations, departmental policies and procedures, and court procedures; knowledge of city codes and ordinances; knowledge of safety regulations applicable to motorized vehicles and equipment; knowledge of radio communication; knowledge of routine vehicle and equipment maintenance; knowledge of the geography of the city.

Skills: Skill in the use of firearms, radio equipment, radars, computers, impact weapons, and other equipment common to law enforcement; skill in physical defense tactics and first aid; skill in the use of a police vehicle in emergency and non-emergency situations; skill in the use of assigned equipment; skill to communicate orally and in writing; skill in recording and organizing data; skill to perform work requiring strength and agility in all weather conditions; skill to follow oral and written directions; skill to prepare clear, concise and comprehensive written reports.

Abilities: Ability to interpret and apply modern police methods, laws, regulations, policies and procedures relating to law enforcement; ability to identify and correct potential safety hazards; ability to identify and use potential sources of data; ability to make independent judgments; ability to follow oral and written directions; ability to respond to and apply established procedures in emergency situations; ability to make effective use of time; ability to make sound judgments in routine and

emergency situations; ability to establish and maintain effective working relationships with officers, employees and personnel of other law enforcement agencies; ability to communicate effectively with the public; ability to deal with persons in tense situations where relations may be strained; ability to perform multiple tasks simultaneously.

Education: High school graduate or GED; completion of academy training

Experience: Minimum 2 years of police patrol experience.

Licenses and certificates: Basic certification and license issued by the Texas Commission on Law Enforcement (TCOLE). A valid Texas Class C driver’s license required plus a good driving record.

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Employees with emergency response duties in their job description may be required to do all the following Physical Demands in all variances from light to very heavy:

Physical Demands	Description
Walking / Standing / Running	Requires standing with minimal rest to include directing traffic, holding a post at a crime scene, searching for suspects. Infrequent running to distances of 150 yards to catch fleeing suspects or responds to other emergencies. (in all weather conditions or extreme emergency conditions)
Sitting	Requires driving vehicles for long distances and sitting to type reports. (in all weather conditions or extreme emergency conditions)
Lifting / Carrying	Requires dexterity for lifting of objects weighing 50 lbs. May lift, carry, or drag weights up to and including human beings to complete arrest of resisting persons or remove person from danger. (in all weather conditions or extreme emergency conditions)
Pushing / Pulling	Requires dexterity for pushing or pulling heavy objects; pushing of vehicles off roadways to clear traffic lanes, lift, carry, or drag persons to complete arrest of resisting persons or remove person from danger. (in all weather conditions or extreme emergency conditions)
Reaching	Requires reaching and grabbing by rescuing someone in distress. (in all weather conditions or extreme emergency conditions)
Fine Dexterity	Requires physical dexterity in completing several tasks at one time and for extended periods of time sufficient to drive vehicle, manipulate computer keyboard, use communication equipment, and handle all required department firearms with precision and accuracy. (in all weather conditions or extreme emergency conditions)
Kneeling / Crouching / Crawling / Bending / Twisting	Requires unimpaired range of motion for kneeling , crouching, crawling, bending, twisting, and climbing for extended periods of time to maneuver around, though, or under various kinds of obstacles during foot pursuits, searching buildings, shooting, searching for a suspect, or any emergency incident. (in all weather conditions or extreme emergency conditions)
Climbing / Balancing	Requires frequent climbing of stairs, walls, embankments and traversing hazardous terrain to arrest subjects, search property, and conduct investigations. (in all weather conditions or extreme emergency conditions)
Vision	Requires visual acuity correctable to 20/20 in each eye at close and long distances sufficient to read license plate numbers and describe suspects and vehicles accurately, direct firearms discharges at appropriate target, using computer screens and read statements with accurate color perception. (in all weather conditions or extreme emergency conditions)

Hearing	Requires ability to hear sounds and understand normal conversations in person, on the telephone, and police radio in noisy and stressful environment. (in all weather conditions or extreme emergency conditions)
Talking	Requires the ability to talk to people in a clear voice and tone for long periods of time and in stressful situations, talking into a two-way radio, and giving commands. (in all weather conditions or extreme emergency conditions)
Trigger	Requires the ability to pull the trigger of a firearm or Taser. (in all weather conditions or extreme emergency conditions)
Foot Controls	Requires working the foot controls of a motor vehicle for long periods of time and in stressful situations. (in all weather conditions or extreme emergency conditions)

Normal Hours / Days of Work:

Shift Work – Work hours consist of 12 hour shifts to cover 24 hours per day / 7 days per week, and will include nights, weekends, and holidays.

Machine, Tools, Equipment and Work Aids:

Must be able to work with all City vehicles, computers and computer equipment, cell phones, radios and other communication equipment, weapons, batons, and other police related equipment necessary to complete assignments.

Environmental Factors:

May be exposed to all of the Environmental Factors listed below, and in extreme situations. May also be exposed to all of the Health and Safety issues listed below and in extreme situations both weather and emergency.

ENVIRONMENTAL FACTORS		
Dirt and Dust <u>Yes</u>	Extreme Temperature <u>Yes</u>	Noise and Vibration <u>Yes</u>
Fumes and Odors <u>Yes</u>	Wetness/ Humidity <u>Yes</u>	Darkness or Poor Lighting <u>Yes</u>

HEALTH AND SAFETY		
Mechanical Hazards <u>Yes</u>	Chemical Hazards <u>Yes</u>	Electrical Hazards <u>Yes</u>
Fire Hazards <u>Yes</u>	Explosives <u>Yes</u>	Communicable Diseases <u>Yes</u>
Physical Danger or Abuse <u>Yes</u>	Other (specify) <u>Yes</u>	

May be required to work in all Primary Work Locations listed below and in extreme conditions both weather and emergency.

PRIMARY WORK LOCATION		
Office Environment <u>Yes</u>	Warehouse <u>Yes</u>	Shop <u>Yes</u>
Vehicle <u>Yes</u>	Outdoors <u>Yes</u>	Other: <u>Yes</u>

Protective Equipment Required:

Required to have available the following list of protective equipment:

- | | | |
|---------------|---------------|-------------------|
| Latex gloves | Body Armor | Traffic Vest |
| Traffic Cones | Flares | Fire Extinguisher |
| Goggles | First Aid Kit | AED |

Non-Physical Demands: May be required to work within all the Non Physical Demands listed below and in extreme conditions, both weather and emergency.

Time Pressures <u>Yes</u>	Emergency Situations <u>Yes</u>
Frequent Change of Tasks <u>Yes</u>	Irregular Work Schedule/ Overtime <u>Yes</u>
Performing Multiple Tasks Simultaneously. <u>Yes</u>	Working Closely with Others As Part of a Team <u>Yes</u>
Tedious or Exacting Work <u>Yes</u>	Noisy/ Distracting Environment <u>Yes</u>