



## RESERVE POLICE OFFICER JOB DESCRIPTION

Supervised By: Police Chief or his designee  
Supervises: N/A

### **General Summary:**

Under the supervision of the Police Chief and/or the supervision of Certified Police Personnel, Reserve Officers will support Certified Police Officers in their efforts to provide a safe and secure environment for residents, businesses, and visitors to the Village of Quincy.

### **Essential Job Functions:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Work special assignments including sporting events, parades, Halloween and 4<sup>th</sup> of July activities.
2. Attend monthly meetings and training when scheduled.
3. Testify in court when necessary.
4. Must ride along with Certified Patrol Officers a minimum of 4 hours per month.
5. Other assignments as directed by the Chief of Police.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a High School Diploma or equivalent.
- Must be 21 year of age and have no felony convictions.
- Must successfully pass an interview and background investigation.
- Must be able to obtain a State of Michigan Concealed Weapons Permit.

### **Physical Requirements and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

An employee in this position spends most of their time in a patrol car and may be at crime scenes and other dangerous settings that may involve active pursuit, hazardous conditions including the discharge of firearms and other dangers associated with pursuing and apprehending criminals.

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