Police Reserve Officer-volunteer

Position Profile

Status: Volunteer PT

Benefits: None

Location: City Center

Hours: Minimum of 120 hours per year

Reporting Relationship: Reports to Police Sergeant assigned to the Unit

Police Department

The Eden Prairie Police Department is comprised of the Patrol, Investigations, and Support Divisions who protect and serve Eden Prairie residents by providing quality law enforcement services through active and professional engagement. Eden Prairie's Police Department is committed to offering a customized service to the community, exercising discretion and fairness in enforcement, building public trust in the department, and promoting the professional development of its members.

Position Details

The Police Reserve Officer supports the Police Department by responding to community service needs within the City of Eden Prairie. The primary position responsibilities and areas of impact are:

1) Responds to medicals as a CPR/first Aid trained person, First Responder or an Emergency Medical Technician (EMT), depending on training, to ensure the safety of citizens and residents within the City of Eden Prairie.
2) Responds to Animal Control and Protection service related calls regarding law violations, pest control, wildlife, and injured animals; takes appropriate steps to ensure compliance with laws; contacts other agencies if necessary.
3) Assists the Patrol Division in pro-active patrol duties by enforcing parking violations and other city ordinances; provides traffic direction and motorist assistance; Deploys barricades and traffic control cones and flares when required.
4) Assists citizens of Eden Prairie and provides necessary information as requested.
5) Completes other service related duties as assigned such as handling lockouts and picking up deliveries, and transporting people when required.
6) Supports the Police Department by assisting officers with booking procedures, auto impounds, searches, and perimeter security.
7) Deploys and operates Mobile Command Center vehicle when called upon.
8) Responds to emergency page-outs when required.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

City Expectations

All employees are expected to contribute to the success of our organization by demonstrating the shared expectations: ***Customer Focus, Flexibility, Initiative, Results Orientation, Public Stewardship, and Teamwork.***

Position Specific Expectations

Composure: Exhibits self-confidence and asserts self appropriately to advocate a point of view; is cool under pressure; can be counted on to hold things together during tough times; can handle stress; maintains balance even when unexpected circumstances arise; able to identify and manage crisis situations; face adversity head on; energized by tough challenges.

Legal Expertise: Displays an in depth understanding of specific legal area; routinely guides others to make lawful decisions.

Communication: Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

Composure: Exhibits self-confidence and asserts self appropriately to advocate a point of view; is cool under pressure; can be counted on to hold things together during tough times; can handle stress; maintains balance even when unexpected circumstances arise; able to identify and manage crisis situations; faces adversity head on; energized by tough challenges.

Accountability: Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

Problem Solving: Ability to tackle a problem by using logical, systematic, sequential approach; makes a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; identifies a set of features, parameters or considerations to take into account in analyzing a situation or making a decision.

Key Candidate Expertise

Education: High school diploma, or equivalent (G.E.D.) Minimum of 18 YOA

Technical Skills: Must be able to use the computer for retrieving pertinent information and responding to e-mail.

Physical Requirements: This position requires the ability to lift/pull/push/move/carry up to 50 lbs on a regular basis, up to 100 lbs occasionally, over 100 lbs seldom; the ability to bend/stand/reach required; must be capable of handling domestic or wildlife animals.

Pre-employment Process

The City of Eden Prairie conducts professional reference and criminal history checks for all employees joining the organization. In addition, the following is required for this specific position: driver's check (must have valid Driver's License and excellent driving record). All final candidates must successfully complete and pass the City's evaluation of the pre-employment process before their first day of employment.

Application Process

Candidate Selection Agenda	
Application Deadline	**Enter Date**
Review Applications/Select Candidates	Ongoing
First Round Interviews	Within 5 Weeks After Applications are Reviewed
Final Round Interviews	Within 5 Weeks After First Interviews
Expected Start Date	Negotiable following background investigation