



EMPLOYMENT OPPORTUNITY



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 Responsibilities

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 and volunteers will be called upon to perform a variety of duties as a part of their role with the City.



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City of Eden Prairie Values

*We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: **collaboration, innovation, integrity, performance and relationships.***

Position Requirements

Education: High school diploma, or equivalent (G.E.D.) required; must live within 10 minutes of City boundaries and be a minimum of 18 years of age.

Technical Skills: Must be able to proficiently use the computer for retrieving pertinent information and responding to e-mail; proficiency in MS Office (Word, Outlook) preferred.

Physical Effort: 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 able to stand and walk for extended periods of time; must be capable of handling domestic or wildlife animals.

Working Conditions: Approximately 90% of the time is spent in the field on patrol or working at events. While on patrol or at scenes, incumbent may witness or in some cases be exposed to injury, angry individuals, animal bites, traffic accidents, trauma, adverse road and weather conditions, and other hazardous conditions. Incumbent is required to take appropriate safety precautions and wear protective gear.

Position Specific Expectations

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.

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

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.

Composure: Exhibits self-confidence and asserts self appropriately to advocate a point of view; maintains professionalism while 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.

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.



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City of Eden Prairie Background Process

The City of Eden Prairie conducts the following pre-volunteer checks for this position:

- Professional Reference Checks
- Criminal History and Background Check
- Driver's License Check; must have valid license and excellent driving record
- Education and work history verification
- Psychological evaluation

All final candidates must successfully complete and pass the City's evaluation of the background process before their first day of volunteering.

City of Eden Prairie Application Timeline

To apply, complete an online application (www.edenprairie.org and click on the employment tab) by the application deadline.

Position Posted: Ongoing

Review Applications: Ongoing – Candidates will be contacted within four weeks of receiving application

Interview Process: Candidates moving forward will complete a ride-along with an officer and have a formal interview

Potential Start Date: Negotiable following completion of background process