



VOLUNTEER OPPORTUNITY

POSITION: Volunteer Reserve Officer

DEPARTMENT: Police Department

HOW TO APPLY: Submit 1) Cover Letter, 2) Resume, 3) Police Recruitment Only – Application for Employment and 4) Supplemental Application (in this order) to:

City of Wenatchee
Human Resource Department
PO Box 519 (129 South Chelan Avenue)
Wenatchee, WA 98807-0519
Phone: (509) 888-3608
Fax: (509) 888-3636

An incomplete application packet will not be considered.

CLOSING DATE: Original documents must be received by:
5:00 P.M., Tuesday, May 2nd, 2017



JOB DESCRIPTION

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

POSITION:	Volunteer Reserve Officer	DEPARTMENT:	Police
REPORTS TO:	Reserve Officer Coordinator	DATE:	April 2017
AFFILIATION:	Volunteer		

1.0 PURPOSE

- 1.1 To outline essential job duties, qualification requirements and working conditions for the volunteer position of Reserve Officer.

2.0 ESSENTIAL JOB DUTIES

- 2.1 Represents the City by maintaining a professional approach and demeanor in all activities.
- 2.2 Maintains absolute confidentiality and handles sensitive information appropriately.
- 2.3 Assists and supplements regular police officers in the protection of life and property and the preservation of general peace and order within the City.
- 2.4 Promotes safety as a top priority and follows safety protocols.
- 2.5 Assists in the event of a major disaster affecting citizens of the City or in the case of a declared emergency by an elected official.
- 2.6 Aids in traffic control and maintenance of order at parades, concerts, demonstrations and other large community events.
- 2.7 Attends mandatory training and seeks to maintain and improve skills necessary to adapt continually to changing law enforcement needs.
- 2.8 Interacts with and assists the general public in a variety of emergency and non-emergency situations. Responds to citizen concerns, complaints and issues. Maintains positive community relations.
- 2.9 Complies with general rules and standards established by the department.
- 2.10 Prepares correspondence, reports or other documents, keeping others adequately informed.
- 2.11 Organizes and maintains databases and records in compliance with applicable regulations.

Other job functions:

- 2.12 Performs other duties as assigned.

3.0 QUALIFICATION REQUIREMENTS

- 3.1 HS Diploma or GED.
- 3.2 U.S. Citizen or legally authorized to work in the U.S.
- 3.3 Valid WA driver's license and twenty one (21) years of age as of reserve academy start.
- 3.4 Must pass the WSCJTC Physical Fitness Ability Test and background investigation.
- 3.5 Bilingual, English and Spanish, language abilities to effectively communicate in both languages orally and in writing desired.

Post conditional offer qualification requirements:

- 3.6 Must have a criminal history background check that meets our criteria that includes but is not limited to fingerprinting, no felony convictions and no disqualifying domestic violence convictions.
- 3.7 Must have a driver abstract that meets criteria set by our insurance company.
- 3.8 Must pass polygraph, psychological and medical examinations that meet our criteria.
- 3.9 Must pass a written test and graduate from a WSCJTC certified Reserve Academy.
- 3.10 Must attend and renew required training per established guidelines in order to maintain commission as a reserve officer.

Requires knowledge of:

- 3.11 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- 3.12 Safety and security hazards, precautions, standards, policies and procedures.

Requires knowledge of (continued):

- 3.13 Current trends, principles and practices of law enforcement and police services.
- 3.14 Applicable federal, Washington State, and local laws, codes, regulations, and ordinances.
- 3.15 Computer operation and software including Microsoft Office products and related databases.

Requires the ability to:

- 3.16 Strictly adhere to safety policies, procedures and regulations.
- 3.17 Maintain absolute confidentiality and handle sensitive information appropriately.
- 3.18 Understand and practice modern law enforcement principles, procedures and techniques.
- 3.19 Perform best practices to protect and preserve employees, community members and property.
- 3.20 Consistently maintain a professional approach and demeanor in all activities.
- 3.21 Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with elected officials, management, employees, representatives of other entities and the public.
- 3.22 Be mentally alert at all times and apply sound judgment, analytical and creative problem solving skills to make reasoned, timely and consistent decisions. Facilitate effective problem resolution.
- 3.23 Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing comprehensive reports and correspondence.
- 3.24 Be attentive to detail and maintain a high degree of accuracy.
- 3.25 Work effectively in an environment with competing demands. Take appropriate initiative.
- 3.26 Understand and apply appropriately regulatory requirements, terminology, policies and procedures.
- 3.27 Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.
- 3.28 Work independently and cooperatively as a member of a team.
- 3.29 Proficiently operate office equipment and perform Microsoft Office software functions. Type accurately and proficiently.

4.0 WORKING CONDITIONS

- 4.1 Works in the field at varying City locations.
- 4.2 Attends meetings or performs duties outside of normal business hours and travels by car.
- 4.3 Occasional exposure to irate or hostile individuals, fights and confrontations; blood and other body fluids; and chemical fumes. Noise levels range from quiet to very loud requiring ear protection.

Requires the ability to:

- 4.4 Use appropriate safety equipment and follow safety policies, practices and procedures.
- 4.5 Meet Washington State law enforcement medical standards and physical demands.
- 4.6 Maintain appropriate physical dexterity to safely and effectively operate approved weapons.
- 4.7 Be available and prepared to take necessary police action at all times.
- 4.8 Maintain good eye sight, required for close and distant vision, and hand to eye coordination.
- 4.9 Sit or stand for long periods. Walk, reach with hands and arms, climb, balance, bend, crouch, stoop and kneel. Talk and hear with background noise.
- 4.10 Lift, carry and/or move up to 50 pounds and occasionally up to 75 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is a volunteer position and, as such, is not entitled to compensation.

Prepared by: Human Resources (KP)
Last Revised: 4/12/17



P.O. Box 519
129 South Chelan Avenue
Wenatchee, WA 98807-0519
(509) 888-3603 fx.(509) 888-3636

APPLICATION FOR EMPLOYMENT

Police Department Recruitment

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NAME _____
Last First M.I.

ADDRESS _____
Street Apt. #

City State Zip

PHONE _____
Include Area Code Home Work Cell

EMAIL _____
Have you filed an application or been employed here before? Yes No Date(s) _____

The City will require a Criminal Background Check for the successful applicant. Yes No
Would you have an objection to this report?

Are you able to perform the primary duties of the job as outlined in the job description? Yes No
If no, please explain: _____

(No applicant will be rejected as a result of a disability that, with reasonable accomodation, does not prevent performance of the primary job duties.)

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm that all information I have provided in my application materials is true, complete, and correct. I also confirm that I have not omitted any information called for by this application. I understand that any information I provide (or fail to provide) that is found to be false, incomplete, or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, The City of Wenatchee, its representatives, employees, or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of all information provided by me in this application. I hereby waive all rights and claims I may have regarding The City of Wenatchee or its representatives for seeking, gathering, and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand, and accept all terms of the above Applicant Statement. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature _____

Date _____

