

**GENERAL STATEMENT OF DUTIES:**

The Police Reserves are a group of volunteer citizens who are interested in serving the City of Vernonia to make it a safer and better community. This organization provides both the Police Department and the community with additional resources and is comprised of a carefully selected group of community service oriented citizens who are departmentally trained to legally and competently perform the police functions on an as-needed basis. Reserves may be used to assist with Investigations and Records Management within the Police Department and/or any other assignment as directed by the Chief of Police or designee.

**SUPERVISION RECEIVED:**

The Reserve Police Officers work is performed under the direct supervision of the Chief of Police, assigned Reserve Coordinator, and other Full-Time Patrol Officers.

**SUPERVISION EXERCISED:**

None

**MEMBERSHIP:**

Reserve Officers are volunteer personnel and may be dismissed at will. Reserve Officers must meet the same requirements as that of a regular Police Officer and go through a selection process which includes written test/s, oral board, extensive background investigation, and medical and psychological testing. All successful applicants will be required to attend a Reserve Police Officer Academy.

**DUTIES AND RESPONSIBILITIES:**

All Reserve Officers and subject to emergency call up. In cases of emergency and/or natural disasters. Reserve Officers may be asked to report to the Vernonia Police Department or other locations within and outside the Vernonia City Limits.

Reserve Officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of Reserve Officers will usually be to augment the Patrol Operations. Reserve Officers may be assigned to other areas within the Department as needed.

Reserve Officers are required to attend all scheduled Reserve Officer training classes and Reserve meetings each month. To maintain active, Reserve Officers are required to put in a minimum of 20 hours each month.

**CITY OF VERNONIA  
JOB DESCRIPTION**

**CLASS TITLE: RESERVE POLICE OFFICER  
BARGAINING UNIT: N/A  
SALARY RANGE: N/A**

**RECRUITING REQUIRMENTS:**

- High School Diploma or GED;
- At least (21)years of age;
- Possess or able to obtain a valid State of Oregon Driver's License;
- Have safe driving record;
- Must successfully pass or have previously passed a Reserve Police Officer Academy.
- Be in good physical and mental health as determined by medical and psychological examination;
- Must pass extensive background investigation and be free of felony convictions.

*(Some Experience in Law Enforcement is preferred by not required unless dictated by recruiting post)*

**COMPENSATION TYPE: N/A**

**EXEMPT STATUS: N/A**