



CITY OF BUNNELL

Job Title:	Reserve Officer	Job Category:	
Department/Group:	Police Department, Reserve Unit	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	100%
Level/Salary Range:	\$1 per year	Position Type:	Part-Time
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>This position reports to Bunnell Chief of Police.</p> <p>The purpose of this position is to perform general or special duty police work in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime; and all other related work as required. This position is to augment the Bunnell Police Department officers. The Reserve Police Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.</p> <p>RESERVE OFFICER-Certified law enforcement officer appointed to work less than 40 hours per week without compensation. Officer is vested with authority to bear arms and make arrests, primary responsibility is to prevention and detection of crime or the enforcement of the penal, criminal, traffic or highway laws of the City of Bunnell and the State of Florida. §943.10(6), F.S.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> • Reserve Officers who complete the Bunnell Police Department’s Field Training Program will be responsible for performing the same duties as those of a full-time officer as follows: <ul style="list-style-type: none"> ○ Enforce all laws, Federal, State, as well as all County and City ordinances. ○ Protect life and property. ○ Preserve the peace. ○ Prevent, detect and deter crime. ○ Arrest violators of the law. ○ Reserve Officer will perform their duties as required by law, Departmental rule, policy and procedure, or by order of a Superior Officer. 			



CITY OF BUNNELL

- Reserve Officers will:
 - Be assigned to any unit or section within the department on a less than full-time basis.
 - Be subject to the same rules of conduct as full-time members or employees whether on or off duty.
 - Not be required to serve on-duty without his/her consent.
 - Have the same bonding and liability protection and immunities afforded to full-time Officers when called upon to perform those duties in an on duty status.
 - Will be authorized to bear arms upon approval by the Training Supervisor and after satisfactory completion of the Florida Criminal Justice Standards and Training commission approved firearm course.
- Reserve Officers will keep their certification active by complying with FDLE mandatory retraining requirements. If FDLE places a Reserve Officer on inactive status for failure to comply, the Chief of Police or his designee shall immediately remove the Officer from the Reserve Program and retrieve the member's weapon, credentials, and other agency-issued equipment. A dismissal letter will be issued to the Officer and notification made to Human Resources in writing within five (5) working days.
- A dismissed Reserve Officer may reapply with the Bunnell Police Department for reinstatement into the Reserve Program when mandatory requirements have been met and the Officer's certification is activated in compliance with Rule 11B-27.0023(2)(e), Florida Administrative Code. The Officer shall be required to comply with all FDLE requirements during the reapplication process.

Knowledge, Ability and Skill:

- ***Knowledge:*** Working knowledge of the statutes, local laws, law enforcement rules and regulations, and the court system. Thorough knowledge of rules of conduct as they pertain to a law enforcement officer carrying out duties (i.e., arrest, search and seizure, investigative detention, Miranda warnings, use of force, etc.). Thorough knowledge of police facilities, equipment and operations. Knowledge of the rules and regulations which govern the use of force, police pursuits, roadblocks, and other emergency tactics when attempting to apprehend fleeing violators.
- ***Ability:*** Ability to enforce the law impartially and to make sound judgments under stressful situations. Ability to communicate clearly and concisely, orally and in general or detailed instructions. Ability to analyze and interpret laws, by-laws, rules regulations, standards, and procedures, and apply them to specific situations and cases. Ability to conduct thorough criminal investigations and investigations into other matters presented on a case-by-case basis. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times.
- ***Skill:*** Good problem solving skills. Skill in operating the above mentioned tools and equipment.

Professional Licenses:

- Must possess a valid Florida Driver's License
- Florida Law Enforcement Certification

Special Requirements:

- Possession of a valid motor vehicle operator's license.
- Possession of a License to Carry Firearms.
- Training and qualification in the use of handguns.
- Must complete 40 hours of mandatory retraining every four years as required by Section 943.135, F.S.

Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves physical effort. Physical agility is required to access all types of areas. Regularly required to walk, run, stand, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Manually operates all department vehicles, tools, equipment, office equipment, and



CITY OF BUNNELL

firearms. Must occasionally lift and/or move objects weighing up to 60 pounds. May be required to physically restrain person(s) during arrests using standard police procedures. Required to detect odors and have temperature sensitivity. Communicates verbally and in writing. Eyesight, including corrected eyesight, with regards to close vision, distance vision, color vision and depth perception is required to perform the job. A police officer must be both physically and mentally fit when reporting for duty.

- Work is performed in cruiser, at Police Station, or outdoors, with frequent exposure to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment. Shift may consist of evenings and weekends.
- Operates police cruiser, computer, telephones, standard office equipment, and all police equipment including firearms.
- Makes frequent contacts with the general public, other law enforcement agencies, members of the legal community, medical facilities, and state agencies. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.
- Has access to department-related confidential information, such as criminal investigation records, lawsuits, and highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.
- Errors could cause confusion and delay, be costly to correct, and could jeopardize personal safety, the safety of fellow officers and the general public.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	