POLICE RESERVE OFFICER APPLICATION

CRYSTAL POLICE DEPARTMENT

RETURN TO: CRYSTAL POLICE DEPARTMENT
ATTN: RESERVE COORDINATOR
4141 DOUGLAS DRIVE
CRYSTAL, MN 55422

CITY OF CRYSTAL
POSITION DESCRIPTION

Position Title: **Reserve Officer** **FLSA Status:** **Voluntary - Non Paid**

Department: **Police**

POSITION OBJECTIVE

The Reserve Officer is a uniformed, non-sworn volunteer in the Police Department. This position provides supplementary assistance to the Police Department under the general direction of the Chief of Police within the limitations set forth by state statutes, city ordinances, department rules and regulations, and the Crystal Reserve Officer's Rules and Regulations.

ESSENTIAL FUNCTIONS OF THE POSITION

- Renders aid and assistance to the general public: vehicle lockouts, home lockouts, stalled or disabled vehicles in traffic.
- Directs traffic at accidents or at intersections where problems exist.
- Assists public by answering questions and giving directions.
- Provides assistance at medical emergencies and accidents.
- Maintains security at special events, major crime or accident scenes, fire or natural disaster events.
- Assists the Crime Prevention Officer with various programs: develops and conducts Neighborhood Watch Programs, conducts home security surveys, assists residents with Operation I.D., education and public speaking to various groups on Crime Prevention.
- Random patrol of city parks: park building security checks, enforcement of park ordinances, and general public contact.
- Parking ordinance enforcement.
- Performs crime watch patrols and reports observed violations and suspicious activities.
- In the absence of the animal control officer, handles animal related problems: responds to resident complaints of barking dogs and other nuisances created by pets and wild animals, enforcement of animal control ordinances, impoundment of loose, abandoned, vicious or rabid animals, and disposal of dead animal carcasses.
- Performs other duties that do not require a sworn officer: delivery of agenda packets to Council members, delivery and exchange of materials to City Attorney's office, delivery of police vehicles to various locations to be cleaned, washed, or repaired.
- Performs or completes all other specific tasks assigned by the Chief of Police designee in the area of traffic control, crowd control, supplemental assistance at special events and administrative assistance.

KNOWLEDGE, SKILLS AND ABILITIES

Communications: Must have the ability to actively listen to others and understanding their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and to be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to deal with emergency and stress situations, to avoid over reaction, to maintain flexibility in adjusting to situations and procedures; to support and carry out directives. Must have a knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems without direct involvement. Must exclude personal biases from work performance. Must have the ability to accept criticism and/or discipline. Must have tact and diplomacy. Must have the ability to work varying shifts or times within a 24-hour per day period and be available for emergency or call-in work.

Professional Attitude: Must have commitment to the organization, and the agencies the city serves; willingness to take initiative; dependability, maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and business-like attitude in all radio, telephone, and other types of contact.

Technical Knowledge: Must have the ability to learn and apply specific laws, city ordinances, and regulations. Must have the ability and skill to safely operate a motor vehicle.

Physical Abilities: Ability to lift 90 lbs. from knee level to waist high. Also the ability to lift a minimum of 10 lbs. from waist to shoulder.

Vision: Normal vision needed with or without correction; requires both near, far, and color vision.
Hearing: Must be able to hear radio communication and telephone conversations.
Walking and/or mobility needed:

Must be able to walk or crawl while carrying or lifting. Must be able to ascend or descend ladders. Must be able to balance and have the ability to steady oneself to keep from falling. Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning and otherwise working with the hands); fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in the skin, particularly those in the fingertips).

Judgment Demands: Decisions regarding the safety of the volunteer reserve members or police officers, and own self and possibly the public.

MINIMUM REQUIREMENTS

- Valid Driver's License.
- High school degree or equivalent.
- 18 years of age or older.
- Must be currently certified, or willing to be able to become certified as a First Responder or equivalent.
- Must be willing to work outdoors in all weather conditions.
- Must be in good physical condition to perform the duties of a Reserve Officer.
- Must complete the Crystal Reserve Cadet Training Program within 6 months.
- Must complete the Hennepin County Auxiliary Police School within 2 years of joining the Reserves.

EXTENT OF SUPERVISION OR GUIDANCE PROVIDED
Works under general supervision. May work independently. Requires good independent judgment in emergency situations.

RESPONSIBILITY FOR PUBLIC CONTACT
Extensive public contact with citizens in the community.

SUPERVISION OF OTHERS
None.

Last updated: April, 2005

Position Description Approved:

By _____ _____
City Manager Date

By _____ _____
Department Director Date

By _____ _____
Human Resources Date

Receipt of Position Description:

By _____ _____
Reserve Officer Date

City of Crystal
VOLUNTEER OPPORTUNITY

POSITION:	Police Reserve Officer
DEPARTMENT:	Police
SALARY RANGE:	Voluntary - Unpaid
HOURS:	10 Hours Per Month/Various - Flexible
CONTACT:	Job Line: 763-531-1175, e-mail at jobline@ci.crystal.mn.us, visit our website at www.ci.crystal.mn.us or stop by City Hall
APPLICATION DEADLINE:	Open Until Filled

Position Objective:

The Reserve Officer is a uniformed, non-sworn volunteer in the Police Department. This position provides supplementary assistance to the Police Department within the limitations set forth by state statutes, city ordinances, department rules and regulations, and the Crystal Reserve Officer's Rules and Regulations.

Duties and Responsibilities:

Renders aid and assistance to the general public, including vehicle lockouts, home lockouts, stalled or disabled vehicles in traffic; Directs traffic at accidents or at intersections where problems exist; Assists public by answering questions and giving directions, providing assistance at medical emergencies and accidents; Maintains security at special events, major crime or accident scenes, fire or natural disaster events; Parking enforcement; Performs supplemental patrols, reports observed violations and suspicious activities; In the absence of the animal control officer, handles animal related problems; Performs other duties that do not require a sworn officer.

Minimum Requirements:

- Valid Driver's License.
- High school degree or equivalent.
- 18 years of age or older.
- Must be currently certified, or willing to be able to become certified as a First Responder or equivalent.
- Must be willing to work outdoors in all weather conditions.
- Must be in good physical condition to perform the duties of a Reserve Officer.
- Must complete the Crystal Reserve Cadet Training Program within 6 months.
- Must complete the Hennepin County Auxiliary Police School within 2 yrs. of appointment to the Reserves.

APPLICATION PROCESS: Please review the contact information listed at the top of the page to obtain an application packet. Return application packet to: City of Crystal, Attention: Human Resources, 4141 Douglas Drive North, Crystal, MN 55422 or fax to (763) 531-1188.

The City of Crystal will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation, or status with regard to public assistance.

City of Crystal
Supplemental Application Form for Police Reserve Officer

YOU MUST COMPLETE & RETURN THIS FORM WITH YOUR APPLICATION PACKET TO BE CONSIDERED AS AN APPLICANT. ***Resume's will not be considered as replacements to this form.***

NAME:_____
(please print)

1) Do you have a **High School diploma or equivalent**? Y N

2) Are you **18 years of age or older**? Y N

3) Do you have a valid **Drivers License**? Y N
(You will be required to show this license at some point in the selection process.)

4) Working as a Police Reserve Officer requires a willingness to work outdoors. Are you willing to work outdoors as needed? Y N

5) Work as a Reserve requires a rotating/varying work schedule, up to 15 hours per month. Are you willing to commit to this expectation? Y N

6) Working as a Reserve for Crystal requires a current certification or willingness to be able to become certified, in a Standard Multi-Media First Aid or equivalent. Also, Reserve Officers must complete the Crystal Reserve Cadet Training Program within 6 months, and the Hennepin County Auxiliary Police School within 2 years of joining the Reserves. Are you willing to meet these requirements? Y N

7) Reserve Officers must be in good physical condition to perform the duties of the position. Do you have any problems or concerns with this requirement? Y N

8) Please list your specific work experience in working in customer service or with the public.

_____

_____

_____

9) Please list any experience in law enforcement related field. Please be as specific as possible. Please include any and all experience that you would like considered in the selection process.

_____

_____

I certify that all answers to the above questions are true and understand that any false information on or omission of information from this supplemental application will be cause for rejection of this application or termination of employment without notice or benefits.

_____ _____
APPLICANT'S SIGNATURE DATE

Revised 3/22/04; 6/2/04 4/20/05

EMPLOYMENT APPLICATION

Mail to:
Crystal Police Department
Attn: Reserve Coordinator
4141 Douglas Drive
Crystal, MN 55422-1696

Job Info Line (763) 531-1175

For hearing impaired callers:
Please dial 711.

OFFICE USE ONLY
Date Rec'd_____, 20___
Time:_____ a.m. p.m.
By (initials)_____

We welcome you as an applicant for employment. It is our policy to provide equality of opportunity in employment. We do not discriminate against any protected class as governed by State and Federal law. Additionally, the City of Crystal, Minnesota, does not discriminate on the basis of handicapped status in the admission, access to, treatment, and employment in its programs or activities. The Assistant City Manager has been designated to coordinate compliance with the nondiscrimination requirements of State and Federal law. Inaccurate or incomplete information may result in rejection of your application.

Position applying for:_____ Date of Application:_____, 20___

Department:_____ Date Available:_____, 20___

Kind of work applied for (*please circle one*): Full Time Part Time Temporary Seasonal

NAME:_____ SSN:_____
Last First Middle (*Social Security Number – Optional*)

ADDRESS:_____
Street City State Zip

PHONE NO.: (_____)_____ (_____)_____ (_____)_____
Daytime Evening Cell

EMAIL ADDRESS:_____

Are you 18 years of age or older? Yes_____ No_____

Were you previously employed by us? Yes_____ No_____ If yes, when?_____

Are you a U.S. citizen OR do you have permission to work in this country? Yes_____ No_____
(verification will be required)

Please list any relatives currently employed by the City of Crystal:

Name:_____ Relationship:_____

EDUCATION

Have you graduated from high school or received a GED? Yes_____ No_____

Name and location of college, university, technical, professional, business or trade school or other school	Number of credits completed. Specify semester, quarter or credit hours	Field of study	Degree or Certificate	Major/Minor

Do you have any other experience, skills, training or qualifications which would be of special benefit to the job for which you are applying? Include other registrations, licenses or certificates you have, with expiration dates.

_____

_____

_____

REFERENCES (do not include relatives)

Name	Occupation	Years acquainted	Day phone number
1.			( )
2.			( )
3.			( )

EXPERIENCE

Do not mark application "see resume". You may attach a resume in addition to completing this form. You may submit additional sheets in this format if necessary.

1. Name of Organization:_____ Employment Dates:

   Name of Dept./Div.:_____ From:_____ To:_____

   Address:_____ Hours per week:_____

   Phone No.: (_____)_____ Salary: $_____

   Your Job Title:_____ Reason for leaving:_____

   Supervisor:_____ _____

Major duties or responsibilities	Percentage of time performing duty (total to add up to 100%)
1.	
2.	
3.	
4.	

May we contact this employer for reference? Yes_____ No_____

EXPERIENCE (continued)

2. Name of Organization: _____ Employment Dates:
   Name of Dept./Div.: _____ From: _____ To: _____
   Address: _____ Hours per week: _____
   Phone No.: (_____) _____ Salary: $ _____
   Your Job Title: _____ Reason for leaving: _____
   Supervisor: _____ _____

Major duties or responsibilities	Percentage of time performing duty (total to add up to 100%)
1.	
2.	
3.	

3. Name of Organization: _____ Employment Dates:
   Name of Dept./Div.: _____ From: _____ To: _____
   Address: _____ Hours per week: _____
   Phone No.: (_____) _____ Salary: $ _____
   Your Job Title: _____ Reason for leaving: _____
   Supervisor: _____ _____

Major duties or responsibilities	Percentage of time performing duty (total to add up to 100%)
1.	
2.	
3.	

4. Name of Organization: _____ Employment Dates:
   Name of Dept./Div.: _____ From: _____ To: _____
   Address: _____ Hours per week: _____
   Phone No.: (_____) _____ Salary: $ _____
   Your Job Title: _____ Reason for leaving: _____
   Supervisor: _____ _____

Major duties or responsibilities	Percentage of time performing duty (total to add up to 100%)
1.	
2.	
3.	

VETERAN'S PREFERENCE POINTS: Preference points are awarded to qualified veterans and spouses of deceased veterans to add to their application results. Points are awarded subject to the provisions of MN Statute 43A.11. To be eligible for veteran's preference points, you must: (1) Be separated under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability rated at 50% or more, incurred while serving on active duty, and be a citizen of the U.S. or resident alien; or be the surviving spouse of a deceased veteran or the spouse of a disabled veteran who because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it. You must supply a copy of your DD214. Disabled veterans must also supply form FL-802 or an equivalent letter from a Service Retirement Board. Spouses applying for preference points must supply their marriage certificate, the Veteran DD214 and FL-802 or death certificate.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? Yes_____ No_____
If yes, your DD214 or other supporting documentation must be received no later than five (5) calendar days after the application deadline.

PREFERENCE REQUESTED: Veteran (5 pts)____ Disabled Vet (10 pts)____ Spouse of Disabled Vet (5 pts)_____ or Spouse of Deceased Veteran (5 pts)____

Are you receiving or eligible for a military pension? Yes_____ No_____ Do you have a service-related disability? Yes_____ No_____ (_____%)

YOUR RIGHTS AS A SUBJECT OF DATA: Minnesota Statutes on data privacy require that you be informed that the following information you are asked to provide in the employment application process is considered private data: Name, Home Address, Home Phone Number, Social Security Number, Racial/Ethnic Data, and Residency application.

This means it is available only to you and city officials who have a bona fide need for it. This data will be used to identify you within the hiring process. Furnishing racial/ethnic data and social security number are voluntary. Refusal to supply other requested information may mean your application will not be considered.

Your name will become public data if you are selected to be interviewed by the City. All other information you supply on this application, with the exception of that which is private data as indicated above, will become public if you are hired by the City of Crystal.

BEFORE SIGNING THIS APPLICATION, READ THE FOLLOWING WAIVER CAREFULLY:

1. I have read and understand the job announcement for the position for which I am applying.
2. I certify that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting requested information could result in rejection of my application or dismissal if I am hired.
3. I authorize the City of Crystal to verify this information to determine whether or not I am qualified for the position for which I am applying.
4. I hereby authorize all current and previous employers to release job-related information upon the written request of the City of Crystal. However, I understand that if, in the Work Experience section, I have answered "No" to the question, "May we contact your current employer for reference?", contact with my current employer will not be made without my specific authorization.
5. I understand that criminal history checks may be conducted and that conviction of a crime related to this position may result in my being rejected for this job opening.
6. I hereby authorize the City of Crystal to conduct a criminal history check and have access to such records for purposes of determining my eligibility for employment with the City.
7. I understand that it is my responsibility to notify the City of Crystal in writing of any changes to information reported on this application.

_____ _____
Signature Date

_____
Name (please print)

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The purpose of collecting the data requested below is to comply with State and Federal Equal Opportunity Employment reporting and other legal requirements. Periodic reports are made to the government using the following information. The following information is voluntary and confidential. The City of Crystal appreciates your cooperation in our efforts.

Position Applying For: **Date:**

Age Group: __ 16-25 __26-39 __Over 40 **Gender:** __ Female __ Male

Please indicate which best describes your race/ethnicity below.

_____ African American (Black)

_____ American Indian or Alaskan Native

_____ Asian or Pacific Islander

_____ Caucasian (White)

_____ Hispanic

_____ Other (Please indicate: _____)

How were you made aware of this employment opportunity?

__ Newspaper (Please specify) _____
__ Employment agency (List Name) _____
__ Employee referral
__ Posting in City Hall or job line
__ Internet (Please specify) _____
__ Other (Please specify) _____

Disability status, defined as:

(1) Has a physical, sensory or mental impairment (condition) which materially (significantly) limits one or more life activities;
(2) Has a record of such an impairment (condition);
(3) Is regarded as having such an impairment (condition)

Based on the above information, do you claim Disability status? __ Yes __ No

This form is removed from the application when received in our office. It will be filed separately from your application and will not be used in our recruitment evaluation process.

City of Crystal*4141 Douglas Drive North*Crystal, MN 55422*Phone (763) 531-1000
Deaf and Hard of Hearing callers please dial 711

Revised 2/07 cms