

**Title:** Volunteer Police Reserve Officer  
**Department:** Police  
**Immediate Supervisor's Title:** Police Chief  
**Hours:** Flexible

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**Purpose**

This position is responsible for providing aid and support to the Kenyon Police Department and to cooperate with other law enforcement agencies.

**ESSENTIAL FUNCTIONS**

1. Responsibilities · Rides along on patrol; Assists police officers in apprehending criminals and maintains a visible presence while riding along on patrol. Assists police officer(s) in responding to citizen calls or complaints. Assists other law enforcement departments as needed. Provides security at crime scenes. Prepares necessary reports and documentation for purposes of recording your actions at an event or situation. Testifies in court if needed. Maintains public safety, traffic control and crowd control for community and/or public events. Assists in alerting police officer(s) of possible criminal activity and/or ordinance violation(s). Aids and assists in the event of a disaster. Effectively coordinate activities with other law enforcement staff. Perform any other duties as assigned by a supervisor.
2. Organizational Responsibilities: Actively participate and promote all police department activities, duties, meetings, training sessions, etc. as a team member and as assigned. Attends monthly training. Aids and assists the Police Department wherever it is needed. Maintain a high level of confidentiality and comply with all legal requirements of the job. Adhere to all city and police department policies and procedures and requirements. Proper and safe use and maintenance of any assigned city or police department vehicle, equipment, property, etc. Observe and practice safe work habits. Attend and maintain all departmental training and safety requirements to be legal, safe, and compliant with laws and regulations. Follow and disseminate all orders and instructions of the Police Officers and Chief of Police.

**REQUIREMENTS**

- At least 18 years old.
- A United States Citizen.
- Must pass background screening.
- Meet physical requirements to safely and effectively perform the assigned duties.
- Must have a valid Minnesota Driver's License free of serious moving or alcohol related violations or be able to obtain one within two weeks of hire.
- Perform effective written communications and record-keeping at a 12th grade level for all aspects of the job.

**PHYSICAL DEMANDS**

Must be physically able to handle adverse field conditions. Spend extended periods of time standing and/or walking. Spend extended periods of time sitting. Ability to be able: climb, balance, stoop, kneel, crouch, crawl, lift, carry, run, push and/or pull moderately heavy objects. Ability to work under possible unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibration, wetness, electrical current, traffic hazards, disease, or where there is a risk of injury.

**WORKING CONDITIONS**

Volunteer hours will be indoors and outdoors. Exposure to possible danger from contact with traffic control and possible criminal activity, as well as environmental conditions while performing the essential tasks. On call for emergency call-outs as deemed necessary by the Police Department staff.

**Work Hours**

Hours may be irregular, involving nights, weekends and/or holidays.

**Pay Range**

Volunteer