

CITY OF WEST WENDOVER
POLICE DEPARTMENT
POLICE OFFICER

POSITION DESCRIPTION

Under general and direct supervision of the Police Sergeant, Lieutenant and the Chief of Police, performs the full range of operational duties required in the performance of law enforcement functions and in maintaining law and order in the City. Responsible for patrolling assigned areas, checking buildings for security, responding to calls for police service, investigating misdemeanor and felony cases, investigating traffic accidents and providing first aid as needed, providing city wide traffic enforcement, serving legal/civil papers, testifying in court, interacting and coordinating with other government and law enforcement agencies and other duties as required.

CHAIN OF COMMAND

The Police Officer shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

DISTINGUISHING CHARACTERISTICS

Performs technical work in the enforcement of traffic laws, criminal laws, accident investigations and documentation, crime scene investigation and documentation.

ESSENTIAL FUNCTIONS

Public service, effective oral and written communication and the ability to conduct and maintain appropriate relations with supervisors and co-workers, is dependable and completes assigned work in an efficient and effective way, meeting necessary deadlines. **Maintains and presents** an effective and professional demeanor in all aspects of the job including interactions with co-workers, other governmental and law enforcement agencies, businesses and the public in general. **Maintains an appropriate** law enforcement image through maintenance and upkeep of attire/uniform, assigned equipment, and other standards of professional appearance established by regulation. **Maintains punctuality** with regard to work schedules, meetings, appointments, court matters and other situations required of the position and is self-motivated in the performance of duties. **Is capable and can perform** job functions in adverse weather and other environmentally challenging conditions. **Complies and obeys** city and department regulations, policies and organizational procedures, maintains effective knowledge of such regulations and policies and changes which may occur. **Ensures and exhibits** good safety practices in both routine and stressful situations and is capable of remaining calm and directing resources to neutralize hazardous or potentially hazardous conditions. **Is capable and effective** in following specific supervisory directives regarding safety measures. **Is capable of utilizing** an appropriate amount of force in various situations and is effective and mindful in ensuring citizen/suspect rights. **Is cognizant** and can perform within constitutional guidelines as well as city and department policies. **Is capable of operating** appropriate vehicles in both normal and pursuit driving situations and can exercise good judgment under such conditions and is knowledgeable and effective in applying state laws, city and department policies and rules and regulations with regard to emergency vehicle operations.

QUALIFICATIONS

Education/Experience/Training. Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High School Diploma or G.E.D., Must be 21 Years of Age at Time of Appointment.
- Completion of Appropriate Police Academy and Certification as a Police Officer
- Two (2) year degree in law enforcement/criminal justice or associated field

- Two (2) years of responsible work in a law enforcement environment

Knowledge/Skill. Exhibit knowledge of Nevada law as well as local codes, can operate a computer system (PC), communication equipment (i.e. radios), telephone, can demonstrate the use of general math and language skills as well as exhibiting knowledge of community geography including roads, streets, highways, major structures and public facilities within the city.

Ability to successfully process information, effectively use computer systems and telecommunications equipment, interpret and apply rules, regulations and policies and procedures of an organization. Ability to prepare clear, concise and understandable written documents and reports. Read, write, and speak in a clear, concise and legible manner including use of appropriate grammar. The ability to coordinate multiple tasks and events simultaneously including the ability to respond to such tasks and events. Ability to read and interpret written instruction and map documents. Establish and maintain effective working relationships with coworkers, supervisors other agency personnel and the public. Ability to accomplish tasks in a controlled and effective manner while working under stress. Ability to learn from and understand techniques and methods used in public safety operational environments. Ability to operate necessary equipment including vehicles and other assigned equipment. Bi-lingual ability is preferred but is not a requirement.

Special Requirements And Licensing.

- Must possess at a minimum a valid Class C Nevada Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada Class C license within 30 days as a condition of employment. Must be a U.S. citizen.
- Police Officer certification in the State of Nevada or be able to obtain such certification within the probationary period, which may include the completion of the appropriate police academy training.
- Be able to complete the necessary field officer training within the established training period.
- Be subject to an annual driving record review in addition to an appropriate background investigation and drug/alcohol testing per the West Wendover Employee Personnel Manual.

Background Investigation: Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Ability to tailor work hours to needs of department: *this position will require the ability to work weekends, rotating shifts, holidays and/or overtime as well as responding to call outs (day or night) as required.* Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Smoke-free office working environment. Frequent interruptions to planned work activities may occur; special needs from department heads, co-workers or public.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous interruptions. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for periods of time for reports, etc. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. The ability to communicate via telephone or radio. Medium lifting (50-100 pounds or more) is frequently required, but must meet P.O.S.T. Certification physical requirements.

CONTROLS OVER THE POSITION

The Police Officer shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include: Basic computer operation including typing and program usage such as word processing and spreadsheet programs, 10-key usage as well as basic accounting knowledge and application.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt

“The City of West Wendover is an Equal Opportunity Provider”