



# POLICE DEPARTMENT

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## JOB DESCRIPTION

### POLICE OFFICER

#### **DEFINITION**

Under the direction of an assigned supervisor, perform law enforcement and related services to safeguard the lives, property, and constitutional rights of citizens in the City; patrol assigned areas, respond to crime and accident scenes, emergency situations, and requests for assistance; detect, apprehend, and arrest violators of the law; enforce Local, State and Federal laws; enforce City ordinances; and perform a variety of specialized duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The classification of Police Officer performs the duties of patrol, detective, transportation and task force assignments under general supervision. General supervision is provided by a Police Sergeant or other assigned supervisor.

An individual holding the position of Police Officer is expected to be familiar with and ensure that they abide by the Eight Fundamental Rights of Management at all times. The Eight Fundamental Rights of Management are as follows:

- **Be Loyal; to the lawful interests and needs of your employer**
- **Be Subordinate; comply in the letter and spirit with lawful organizational directives (i.e., values, rules, regulations, policies, procedures, customs and practices)**
- **Be Available; attend work on a regular and predictable basis and be available for work while at work**
- **Be Competent; mentally, medically physically and psychologically**
- **Be Productive; give a full day's work for a full-day's pay**
- **Be Adaptive; adjust to change**
- **Be Responsible; accept the consequences of your decisions**
- **Be Respectful; be nice, easy to get along with and work with others in a harmonious work relationship**

## **ESSENTIAL JOB FUNCTIONS**

- A Police Officer becomes involved in a variety of activities while responding to public requests for service and crime prevention, detection and apprehension.
- Establish and maintain effective working relationships with individuals contacted in the course of work.
- Anticipate libelous situations; reduce or eliminate civil exposure to the City of Fallon and the department.
- Answer questions from the public concerning local, State and Federal laws, procedures, and activities of the department; participate in community meetings, including oral presentations.
- Participate in all normal shift activities as assigned, including enforcing local, State and Federal laws, issuing citations, making arrests, administering first aid; completing necessary forms and reports.
- Responds to hazardous materials and other critical incidents
- Prepares and files police reports of crimes, traffic accidents and other incidents.
- Is assigned geographical areas in police cars equipped with special equipment for the purpose of controlling traffic, preventing crimes and disturbances of the peace, and for the arrest of persons who violate criminal statutes.
- Notes suspicious persons and reports activities to their superior officers.
- Report hazards and disburses unruly crowds at gatherings.
- Renders First Aid and CPR at accidents and investigates the cause and results of accidents.
- Directs traffic around accidents, fires and other disruptions.
- Inspects public establishments requiring licenses to ensure compliance with local ordinance and federal rules and regulations.
- Warns, cites, or arrests persons violating local ordinance and State law.
- Participate in the preparation of reports for various cases, including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Department organization, policies, procedures, and directives, after instruction.
- Principles, practices, and procedures used in law enforcement.
- Local, State and Federal laws and ordinances.
- Recent legislation and court decisions affecting law enforcement.
- Rules of evidence and laws of arrest.
- Interviewing and interrogation techniques.
- Geography of the City, County, and specific areas of assignments.
- Traffic Accident investigation procedures and techniques.

**Knowledge of continued:**

- Traffic and crowd control techniques.
- Crime scene preservation and investigation methods and techniques.
- Proper care and use of police weapons.
- Record keeping techniques.

**Ability to:**

- Engage tactfully and courteously with the public and law enforcement personnel.
- Demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise sound judgement and rational thinking under dangerous and stressful conditions, as well as off-duty.
- Think clearly and act quickly in a variety of situations.
- Analyze situations and adopt effective courses of action.
- Interpret, apply, and make decisions in accordance with applicable local, State and Federal policies, laws and regulations.
- Interpret and explain City law enforcement policies and procedures.
- Obtain information through observation, investigation, and the interviewing of victims, complainants, witnesses and suspects.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Communicate clearly and concisely both orally and in writing, including preparing clear and concise reports and routine correspondence.
- Correctly use grammar, spelling, punctuation, and vocabulary as it pertains to the English language.
- Observe, record, and recall accurately information, direction, or complaints given to or received from supervisors, citizens, or suspects, even after long periods of time.
- Control violent people and affect arrests.
- Administer First Aid and CPR.
- Use and care for safety equipment and departmental equipment, including firearms, other police equipment and vehicles, as well as office business machines and computers.
- Meet weapons qualifications for pistol, shotgun, rifle, TASER, impact weapons and other weapons as required.
- Wear police utility belt (weighing approximately 30 pounds); during special operations, wear other police equipment (weighing up to an additional 40 pounds).
- Perform the full range of law enforcement assignments.
- Work irregular and on-call hours, including weekends, evenings and holidays.

### **Education/experience:**

- At date of application filing, must be a high school graduate or possess a GED equivalent.
- At date of appointment, must possess a valid Nevada Driver's License, current First Aid card, and current CPR card.
- At date of appointment, must possess a valid Nevada P.O.S.T. approved Police Basic Academy Completion Certificate.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The conditions herein 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 job functions.*

Physical Demands: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; must meet and maintain required peace officer employment standards; must meet the physical requirements necessary to safely and effectively perform the assigned duties; must meet the department's psychological and background requirements; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weight; wear a police utility belt (approximately 30 pounds); during special operations wear other police equipment (weighing up to an additional 40 pounds); operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, TASER, knives, impact weapons and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction; other requirements as provided in the P.O.S.T. requirements.

Work Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; frequently exposed to outside weather conditions, such as extreme cold, extreme heat, rain or snow. The employee is required to work frequently with the public in crisis and non-crisis situations; exposed to potentially hostile environments. The employee is occasionally exposed to fumes or airborne particles; extreme/uncomfortable conditions in various types of structures. The employee is infrequently exposed to explosives, toxic or caustic chemicals, moving mechanical parts, working in high precarious places, and risk of electrical shock. The noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearms training, etc.