

# CITY OF CARLIN

## Position Description

Title: **Police Officer**  
Reports to: **Chief of Police**  
Department: **Police**  
Pay Grade: **21**

FLSA Status: **Non-Exempt**  
Location: **Police Department**  
Job Description Updated: **04/20/2020**

### 1) **General Purpose of Position:**

- a) Under general supervision of the chief of police, performs police patrol, investigation, crime prevention, traffic regulation, citizen assistance, assistance to other law enforcement agencies, transportation of prisoners, and related law enforcement activities.
- b) This is a journey level classification requiring functioning at the fully-experienced level and Nevada POST certification. May work alone, with a partner, or as part of a unit. This class is distinguished from the next higher level class by the lack of responsibility for providing lead work or supervision to subordinate officers.

### 2) **Essential Duties and Functions:** (Performance of these functions is the reason the job exists. Assigned job tasks/duties include but are not limited to the essential functions).

- a) Provides for the public safety by maintaining order, preserving the peace, responding to emergencies, protecting people and property, enforcing criminal and traffic laws and promoting good community relations.
- b) Patrols streets, parks, and commercial and residential areas to prevent, detect monitor, note, report and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity involving misdemeanors, felonies, and other law violations, and to serve as a deterrent to potential commission of crimes.
- c) Respond to calls for service and investigates accidents, felonies, misdemeanors, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, illegal drug activities, etc.; initiates appropriate law enforcement action.
- d) Interviews and questions victims, witnesses, suspects, drivers, and others; searches and documents crime scenes; analyzes and evaluates evidence; collects and preserves evidence and maintains chain of custody. Conducts follow-up investigations of crimes; develops investigative leads and tips. Plans, researches, and gathers intelligence including surveillance for criminal investigations. Maintains contact with command personnel to coordinate investigative activities; provides mutual assistance during emergency situations; provides general information about department activities.
- e) Arrests, searches, transports, processes and safeguards suspects and perpetrators of criminal acts; processes the admission and/or release of persons in custody including the preparation of booking reports and release forms.

- f) Renders aid at scenes of vehicular accidents and summons ambulances as needed; investigates traffic and other accidents to determine causes and to determine if a crime has been committed; takes measurements and draws diagrams of scenes.
- g) Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving habits. Issues citations or warnings to violators of motor vehicle and traffic laws. Directs traffic flow and reroutes traffic in case of emergencies.
- h) Records facts to prepare reports that document incidents and activities. Prepares a variety of reports and records including officer's daily activity reports, accident reports, crime reports, investigative follow up reports, evidence reports, vehicle impound reports, traffic incident reports, affidavits, and search warrants.
- i) Gives testimony in court proceedings to present evidence and works with staff of the appropriate attorney's office to prepare cases.
- j) Interacts with schools, social agencies, juvenile probation staff, families, and youths in the appropriate resolution of juvenile matters.
- k) Informs the public of community services and recommend options to facilitate long term problem resolution.
- l) Inspects public establishments and businesses to ensure compliance with laws, ordinances, rules and regulations.
- m) Maintains departmental equipment, supplies, and facilities.
- n) Participates in required departmental training, such as firearms, defensive driving, report writing.
- o) Other duties as assigned by the chief of police and city administration chain of command.

**3) Job Activities:** (In order to successfully achieve the essential duties and functions, an officer must be able to perform the following job activities)

- a) Working directly with the public, serving the community and its citizens and visitors, handling complaints, settling disputes, resolving grievances and conflicts, negotiating with persons; interacting, communicating, and dealing directly with the public in a variety of settings. Communicating with people outside the organization, representing the Carlin Police Department. Developing, constructive cooperative working relationships with the public and maintaining those relationships over time. Providing personal assistance, medical attention, emotional support or other personal care to the community.
- b) Developing specific goals and plans to prioritize, organize and accomplish work; performing day-to-day tasks and assignments. Developing new ideas, relationships, systems, work product, applications or other innovations to improve effectiveness.
- c) Observing, receiving or otherwise obtaining information from relevant sources. Identifying information by categorizing estimating, recognizing differences or similarities, and detecting changes in circumstances or events; compiling, coding, calculating, tabulating, auditing and/or verifying information or data. Analyzing information; identifying the underlying principles, reasons, or facts information or data into separate parts, and evaluating results to choose the best

- solution and solve problems. Using relevant information and individual judgement to determine whether events or processes comply with laws, regulations or standards; translating or explaining what information means and how it can be used.
- d) Operating, driving motor vehicles or mechanized equipment. Using computers, and computer systems, including hardware and software to program, set up functions, enter and process data. Keeping up-to-date, technically and applying new knowledge. Entering, transcribing, recording, storing or maintaining information in written or electronic form; processing paperwork and maintaining information files.
  - e) Performing physical activities that require considerable use of arms, legs and body movement, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
  - f) Communicating with supervisors and peers, to provide relevant information; identifying the educational needs of others and developing training programs or classes to teach or instruct others.

#### **4) Minimum Qualifications for Employment:**

##### **a) *Required Knowledge and Abilities:***

##### **i) *Knowledge of***

- (1) The English language, including the meaning and spelling of words, as well as the rules and composition of grammar.
- (2) Modern law enforcement principles, methods, and techniques; knowledge of relevant policies, procedures, and strategies to promote effective operations for the safety and protection of people, property, information and institutions. Business and Management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- (3) Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and democratic political processes, including laws and constitutional provisions relating to arrest, search and seizure, rules of evidence, court procedure, and detention.
- (4) Principles and processes for providing customer and personal services, including needs assessments, providing quality service and evaluating customer satisfaction. Human behavior and performance, individual differences in ability, personality, interests, learning and motivation. The assessment and short-term treatment techniques to diffuse anger or hostility of others in crisis to de-escalate situations.
- (5) The care, protection, and appropriate usage of firearms and other relevant law enforcement equipment. Transmission, broadcasting, control and operation of telecommunication systems.
- (6) Principles and methods for curriculum and training design, teaching and instruction of individuals and groups, and the measurement of training effects; and

- (7) Resources in the community that help deal with family, domestic, juvenile, and victims' issues;
- ii) *Ability to:*
- (1) Actively seek ways to help people; manage one's own time and the time of others; monitor and assess performance of self, other individuals or organizations to make improvement and take corrective action;
  - (2) Learn the applicable provisions of state, federal, and local laws and ordinances, as well as departmental rules and regulations; enforce laws, ordinances, and regulations with firmness, tact, and impartiality;
  - (3) Communicate clearly and concisely both orally and in writing; follow verbal and written instructions; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; communicate information and ideas in speaking so others will understand;
  - (4) Establish and maintain effective and courteous working relationships with the public, peers, supervisors, and others; bring others together to try and reconcile differences; persuade others to change their minds or behavior; talk to others to convey information effectively; React quickly and calmly in emergencies; diffuse or control volatile or potentially volatile situations; be aware of others' reactions and understand why they react as they do; adjust actions in relations to others' actions;
  - (5) Observe situations analytically and objectively; combine pieces of information to form general rules or conclusions; exercise sound judgment in evaluating situations and in making decisions; consider the relative costs and benefits of potential actions to choose the most appropriate one; use logic, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions and approaches to problems; identify complex problems and review related information to develop and evaluate options and implement solutions; understand the implications of new information for both current and future problem solving and decision making;
  - (6) Record events and interactions clearly and completely with attention to relevant details; write and record information gained when interviewing victims, suspects, and witnesses; understand written sentences and paragraphs in work related documents; communicate effectively in writing as appropriate for the needs of the intended audience; maintain confidentiality where appropriate; communicate information and ideas in writing so others will understand;
  - (7) Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things; teach others how to do something;
  - (8) Learn the lay-out and geography of the jurisdiction to which assigned; develop skills in the use and care of firearms; develop advanced skills in the operation of a motor vehicle; determine and utilize the kinds of tools

and equipment needed to do a job; perform routine maintenance on equipment and determine when and what kind of maintenance is needed;

b) ***Required Certifications/Licenses:***

- i) Nevada Peace Officer Standards and Training (POST) Category I certification required by date of hire or within the time limits established by the organization.
- ii) Must maintain POST Category I certification throughout employment.
- iii) Must possess a valid Nevada driver's license.

c) ***Additional Requirements:***

- i) Successful completion of the field training program.
- ii) Must be 21 years of age.
- iii) Must be a U.S. citizen.
- iv) Completion of high school or General Education Development (GED) Certificate.
- v) Must not have been convicted of an act of domestic violence
- vi) Must not have been convicted of a felony or gross misdemeanor

d) ***Physical and Mental Requirements:*** (The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job)

- i) Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; Ability to remain alert for extended periods;
- ii) Strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently;
- iii) Strength, stamina, coordination, and balance to stand and walk for long periods, to walk and run on uneven surfaces, bend, reach, and conduct inspections, climb ladders, fences, and other obstacles and to run in pursuit of other individuals; Strength, stamina, and coordination to physically restrain uncooperative and violent individuals;
- iv) Strength and coordination to drive vehicles in high speed pursuit without endangering others;
- v) Strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting, pushing pulling, or otherwise moving more than 100 pounds;
- vi) Stamina to be able to maintain physical exertion over long periods of time under stress.
- vii) Vision to discern details in low light conditions; the vision to see objects or movements of objects at one's side when the eyes are looking ahead; the ability to judge which of several objects is closer or farther away or to judge the distance between objects; the ability to know one's location in relation to the environment or to know where objects are located in relation to one's self;

- hearing to identify tone signals and perceive conversation and activities through obstacles;
- viii) Coordination, vision, and strength for the accurate use of firearms and other law enforcement tools, implements and weapons;
  - ix) Coordination, vision, and dexterity for use of computer terminals;
  - x) Ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others; the ability to concentrate on a task over a period of time without being distracted; the ability to accurately compare similarities and differences among sets of letters, numbers, objects, pictures or patterns; the ability to generate or use different sets of rules for combining or grouping things in different ways;
  - xi) The ability to read and understand information and ideas presented in writing; the ability to listen to and understand information and ideas presented through spoken words and sentences.
  - xii) 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.

**5) Working Conditions:**

- a) Work is performed under the following conditions.
  - i) Shift work with periodic changes.
  - ii) Frequently works alone in isolated areas and occasionally in confined spaces.
  - iii) Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments.
  - iv) Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons.
  - v) May be personally subjected to the stress of exposure to dangerous persons and circumstances including dead, injured, and sick individuals and to individuals with communicable diseases.
  - vi) Position is exposed to the noise of firearms discharge often in proximity.

**6) Tools and Equipment Used:**

- a) Police vehicle, police radio, remote radio, radar equipment and various police weapons as required, to include, firearm, baton, taser, handcuffs, breathalyzer, pager, cell phone, first aid equipment, personal computer, copy machine and fax machine.

I have read and understand this job description.

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Employee Signature/Date

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Chief of Police/Date

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City Manager/Date