

**CITY OF WEST WENDOVER – POLICE DEPARTMENT  
JOB CLASSIFICATION**

**POLICE OFFICER**

STARTING SALARY: \$13.96 to \$15.39/Hour, D.O.Q. SALARY RANGE: \$13.96 to \$23.87/Hour
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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.

EXEMPLARY DUTIES/RESPONSIBILITIES

Performs technical work in the enforcement of traffic laws, criminal laws, accident investigations and documentation, crime scene investigation and documentation, 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.* Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

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

*Knowledge.* 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.

*Skill.* 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.

*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.

The incumbent must possess:

1. Valid Nevada drivers license or be able to acquire such license within the probationary period.
2. 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.
3. Be able to complete the necessary field officer training within the established period training period.
4. 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.

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.

### CONTROLS OVER THE POSITION

This position is under the direct supervision of the Police Sergeant, who will provide general and specific guidelines and objectives to be used in executing the duties of the position.

### 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 the Department and the West Wendover Employee Personnel Manual.

The City of West Wendover is an Equal Opportunity Employer  
This is a non-exempt position under FLSA.