

CITY OF LOVELOCK JOB DESCRIPTION

Department: Police
Reports to: Sergeant/Corporal
FLSA Status: Non-Exempt

Classification:
Date Council Approved: 11/18/08
Created: November 2008
Last Revised: 3/19

PATROLMAN

DEFINITION

Under general supervision, provides law enforcement services including patrol, citizen assistance, investigation, crime prevention, traffic control, transportation, and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS

This class functions as law enforcement patrol for the City and is the first line of assistance for police services of the City.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Performs patrol functions; patrols assigned area to detect and prevent illegal activities; responds to occurrences by observing and apprehending, detaining and questioning, arresting and transporting criminal suspects; handles sensitive, emotionally charged, and/or explosive confrontations to prevent or restore peace.
2. Investigation of crimes; identifies suspects and their whereabouts; conducts interviews of victims and witnesses and interrogation of suspects; searches for, seizes and preserves evidence and protects the crime scene. Documents steps of investigation, testifies in court, and uses specialized investigative techniques, including undercover operations, to develop a prosecutable case.
3. Organizes and analyzes data: reviews data to extract information to meet specific need; presents information in a narrative and/or statistical form so that it is readily understandable by the requester or recipient.
4. Participates in court proceedings; prepares information for presentation in court and makes presentations in court; studies the details of a case; assembles and organizes needed documentation; orally presents information requested in meeting and court appearances.
5. Performs transportation activities; transports detainees to detention facility, transports detainees to and from other outside jurisdictions.
6. Enforces public safety regulations; issues warning, citation, and summonses to

ordinarily law-abiding members of the public who may be in violation of laws regulating traffic, licensing or environmental health, interacts with upset and agitated individuals to provide explanations and directions.

7. Responds to hazardous materials incidents, using technical aids and expertise; takes actions consistent with level of training to protect life and property.

8. Enhances community relations; creates positive, professional, non-enforcement relationships with individuals and groups within the community in formal and informal settings; provides non-enforcement services and arranges for activities consistent with department policy.

9. Follows all safety rules and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

Current civil and criminal laws; principles of civil rights and scope of law enforcement officer authority; procedures for processing and preserving crime scenes and evidence; interview and interrogation techniques; techniques to control situations and/or people; procedures for searching detainees; what constitutes contraband; techniques for control of detainees; where contraband is hidden; current statutes; department policies and procedures; legal terminology used in law enforcement; first aid techniques and procedures of personal safety; defense and restraint tactics; procedures for initial response to hazardous materials incidents; local geography and referral agencies.

Ability to:

Read and apply City, County, State and Federal law, regulations, ordinances and policies; describe people, actions and scenes; identify and solve problems; communicate effectively with individuals in a variety of different emotional states, from a variety of different backgrounds and with different educational backgrounds and mental capacities; rapidly shift among communication styles; control situations involving irate and emotionally distraught persons; communicate in person or by any form of communication device; evaluate the behavior of those arrested, witnesses, emergency and confrontation; remember and make a written record of observations and actions taken, use a computer to enter and retrieve information, maintain confidentiality; apply general information and principles to specific situations; perform basic math.

Education and Experience:

Graduation from high school or possession of G.E.D. Any combination of training, education and experience that would provide the required knowledge and abilities. Possession of a Nevada POST Category 1 Certificate (must be obtained within one year of employment).

Special Requirements:

Possession of a valid Nevada driver's license. Be a citizen of the United States. Be at least 21 years of age on the date of appointment. Possess the ability to pass a background check. Shift work with periodic changes in shifts; work in confined spaces.

Physical and Mental Requirements:

Level C4: Occasional strenuous physical work requiring static strength, explosive strength for running and jumping and endurance. Frequent exposure to outside weather conditions. There are periods of relative inaction, which still require alertness followed by high activity levels. Requires contact with the public under stressful conditions. Requires occasional lifting of heavy objects combined with twisting, bending or working on uneven surfaces. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Working Conditions:

Works in office and outside on patrol in all types of weather conditions; movement from indoor to outdoor environments; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases; exposure to hazardous materials.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed