



# Police Officer

Class Code:  
POLOFFCR

Bargaining Unit: Sparks Police Protective  
Association Non-Supervisory

CITY OF SPARKS  
Established Date: Jul 1, 2006  
Revision Date: Aug 24, 2006

## SALARY RANGE

\$27.95 - \$36.39 Hourly  
\$58,136.00 - \$75,691.20 Annually

### DESCRIPTION:

Learn to perform a variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony. Provide information and assistance to the public. This is the first working level class in law enforcement expected to perform all duties required to effectively respond to and resolve the normal scope of peace officer situations.

### DISTINGUISHING CHARACTERISTICS

None

### QUALIFICATIONS:

**Applicants must possess the following minimum qualifications to continue in the recruitment process:**

Must be 21

Must be a U.S. Citizen

#### **Education and Experience:**

High School Diploma or equivalent

#### **Licenses and Certificates:**

Must possess and maintain the equivalent to a valid Nevada Class C driver's license at the time of civil service testing and at time of hire.

Must have the equivalent of a basic Nevada P.O.S.T. Category I certification from Nevada or from a state that offers reciprocity.

Must obtain a basic Nevada P.O.S.T. Category I certification and firearms qualification within six months of hire and maintain both.

**EXAMPLE OF ESSENTIAL DUTIES:**

Patrol assigned areas to ensure the security of life and property. Observe situations and deter crime by providing high visibility. Provide information to the public concerning methods for improved security. Provide multi-jurisdictional aid and support, and participate in searches.

Respond to suspicious activities and answer emergency calls for service. Enforce local, state and federal laws and ordinances. Issue verbal warnings and citations. Pursue and apprehend suspects and request assistance as required; transport prisoners.

Investigate juvenile and designated adult criminal activity and incidents as the assigned detective. Interview victims, complainants, witnesses and suspects.

Coordinate crime scene control and investigation. Conduct interviews, interrogations and identify witnesses. Process crime scene and evidence collection. Store and maintain evidence and property including narcotics. Maintain photo lab. Send evidence to other law enforcement agencies as required. Provide evidence and testimony in court.

Conduct auctions for unclaimed property. Provide for the destruction of evidence including narcotics as required.

Restore order, protect life and property and maintain the peace at public gatherings and in conflict situations.

Prepare and document cases, complete reports and records and prepare and maintain logs and records.

Investigate traffic accidents and provide traffic and crowd control as necessary. Participate in special details and assignments. Organize and coordinate special assignments such as crime prevention programs in the schools and the community.

Provide emergency aid and assistance to incapacitated persons and request additional response.

Provide information, direction and other services and assistance to the public. Participate in community events and present to small or large groups. Engage in community policing efforts, use crime analysis data and other interventions to reduce and prevent crime.

Direct the activities of police support personnel in field situations.

Perform other duties which may be assigned.

**Knowledge, Skills and Abilities:**

- Criminal and civil law and rules of evidence
- Applicable laws, rules and regulations, general orders, policies and procedures
- Investigation and identification techniques and equipment
- Law enforcement terminology, procedures, concepts and report formats
- Policing trends national, state and local
- Safety practices and precautions
- Safe use and proper care of firearms
- First aid methods and procedures
- Observe and accurately recall places, names, descriptive characteristics and facts of incidents
- Remain calm and take appropriate action in difficult situations
- Deal effectively with people under hostile and emergency situations
- Read, interpret and apply complex laws, procedures and policies
- Make rapid, sound independent judgments within legal and procedural guidelines
- Prepare clear and concise reports, records and other written materials
- Understand and follow oral and written directions

- Operate photographic, crime lab and other police equipment
- Establish and maintain effective working relationships
- Cultural awareness and sensitivity
- Mental health and disability awareness
- Negotiation and de-escalation
- Mediation
- Problem solving
- Control dangerous animals
- Communicate effectively with juveniles
- Train others in work procedures
- Computer applications and software related to the work including Microsoft Office
- Establish and maintain effective relationships with those contacted during work

**Physical Demands:**

Requires ability to work in a typical office setting and use standard office equipment. Duties require the ability to meet and maintain P.O.S.T. standards and psychological guidelines. Must pass and maintain firearms qualifications.

**SUPPLEMENTAL JOB POSTING INFORMATION**

- This is a Civil Service position and is Non-Exempt under FLSA guidelines
- Required to be called back, held over, work off-hours, nights, weekends and holiday shifts
- Required to work during emergency circumstances or inclement weather conditions
- This position reports to a Police Sergeant
- Supervision exercised: Direct the activities of police support personnel in field situations
- May be required to pass a pre-placement drug screen and background investigation