



14 East Goldfield Avenue, Yerington, Nevada 89447  
PHONE: (775) 463-3511 WEBSITE: [www.yerington.net](http://www.yerington.net) FAX: (775) 463-2284  
The City of Yerington is an Equal Opportunity Provider

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CITY OF YERINGTON  
INTERIM POSITION  
CHIEF OF POLICE

The City of Yerington, Nevada is seeking to fill the Interim position of Police Chief. Any interested persons may receive an application/job description from City Hall, 14 E. Goldfield Ave, Yerington, Nevada 89447. Please call (775) 463-3511 with any questions about the position. This position requires current POST certification and a valid Nevada driver's license. Additionally, incumbent must have a high school diploma or equivalent, minimum of an Associates Degree in Criminal Justice field or equivalent experience and progressively responsible law enforcement experience of which at least five years are in a police supervisory capacity.

Applications and resume's are due to the Yerington City Hall, 14 E. Goldfield Ave, Yerington, Nevada 89447 by 5pm on March 29, 2024.

Date Posted March 14, 2024

# CITY OF YERINGTON

## Position Description

### Interim Police Chief

**FLSA Status:** Exempt

**Revised:** March 13, 2024

**DEFINITION:** As the department head under administrative direction of the City Manager, directs all regulatory, enforcement and protection activities of the Police Department. The Chief of Police is the chief operating authority in all matters of established department policy and operations. Conducts contact with the public in a manner conducive to good public relations. This Interim position will last no more than 6 to 12 months.

**DISTINGUISHING CHARACTERISTICS:** POST certification required. This position reports to and receives general administrative direction from the City Manager. An employee in this position is unclassified and "at-will", serving at the pleasure of the City Manager, with final approval for appointment and dismissal by the City Council.

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

1. Plans, assigns, directs and reviews the work of subordinate department personnel.
2. Performs administrative personnel and budget functions. Provides for the training of department personnel.
3. Prepares a variety of reports, correspondence and proposals. Evaluates the operations of the department and develops procedures to improve its efficiency and effectiveness.
4. Performs the most difficult analysis and investigation work and provides technical assistance to subordinates.
5. Coordinates activities with other law enforcement agencies. Makes periodic inspections of facilities and equipment to determine the need for new buildings and equipment or their maintenance and repair.
6. Makes appropriate recommendations to the city officials through attendance of City Council meetings.
7. Interprets laws and regulations and develops enforcement procedures. Develops ordinances and regulations for council approval.
8. Gives testimony in court proceedings and works with staff of the appropriate attorney's office to prepare cases.
9. Prepares department budgets and administers the same.
10. Establishes department long and short-term goals.
11. Acts as liaison between certain service organizations and the department and the city.
12. Responsible for the maintenance of good morale and discipline within this command.
13. Interacts with schools, social agencies, juvenile probation staff, families, and youths in the appropriate resolution of juvenile matters.
14. Coordinates activities and exchanges information with other officers or departments and other jurisdictions as needed.

## QUALIFICATIONS FOR EMPLOYMENT:

### Knowledge and Ability:

#### *Knowledge of*

- advanced modern law enforcement principles, methods, and techniques;
- criminal, law enforcement, and related provisions of the NRS;
- principles of public and law enforcement administration and techniques of supervision;
- care, protection, and appropriate usage of firearms and other law enforcement equipment;
- advanced concepts of criminal law including laws and Constitutional provisions relating to arrest, search and seizure, rules of evidence, court procedure, and detention;
- techniques to diffuse anger or hostility of others;
- resources in the community that help deal with family, domestic, juvenile, and victims' issues;
- departmental rules and procedures, laws of the city;
- first aid techniques.

#### *Ability to*

- apply 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;
- perform work requiring good physical condition;
- communicate clearly and concisely both orally and in writing;
- maintain good morale and discipline within the command;
- establish and maintain effective and courteous working relationships with the public, peers, supervisors, and others;
- observe situations analytically and objectively;
- record events and interactions clearly and completely with attention to relevant details;
- write and record information gained when interviewing victims, suspects, and witnesses;
- react quickly and calmly in emergencies;
- diffuse or control volatile or potentially volatile situations;
- exercise sound judgment in evaluating situations and in making decisions;
- supervise all facets of law enforcement operations;
- maintain confidentiality where appropriate;
- learn the lay-out and geography of the jurisdiction;
- apply advanced skills in the use and care of firearms;
- apply advanced skills in the operation of a motor vehicle;
- meet special POST requirements.

**Special Requirements:** Nevada Peace Officer Standards and Training certification. Must maintain POST certification throughout incumbency. No prior felony or gross misdemeanor convictions or misdemeanor convictions involving theft or fraud. No prior use of any illegal narcotic drug or marijuana within the past five years. Employment subject to criminal background check.

**License:** Must possess a valid Nevada driver's license.

**Experience and Training:** *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Possession of a high school diploma or equivalent, and
- A minimum of an Associates Degree in Criminal Justice, or an equivalent field, and
- Progressively responsible law enforcement experience of which at least five years were in police supervisory capacity.

**PHYSICAL REQUIREMENTS:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently; 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; strength and coordination to drive vehicles in high speed pursuit without endangering others; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 100 pounds; stamina to be able to maintain physical exertion under stress.

Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and strength for the accurate use of firearms; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others.

In compliance with applicable disabilities 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.

**WORKING CONDITIONS:** *Work is performed under the following conditions.*

Shift work with periodic changes. Frequently works alone in isolated areas and occasionally in confined spaces. Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments. 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. 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. Position is exposed to the noise of firearms discharge often in close proximity.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of Yerington  
14 E. Goldfield Avenue  
Yerington, NV 89447

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone(s) Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?) \_\_\_\_\_

☐ Other (explain) \_\_\_\_\_

If offered employment, when will you be available to begin? \_\_\_\_\_

What type of employment will you accept? ☐ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ..... ☐ Yes ☐ No

Will you be available to work weekends and/or holidays if necessary? ..... ☐ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ..... ☐ Yes ☐ No

Do you understand the job requirements? ..... ☐ Yes ☐ No

Can you perform the essential functions of this job with or without reasonable accommodation? ..... ☐ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ..... ☐ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ..... ☐ Yes ☐ No

List other names, if any, you have used. \_\_\_\_\_

## EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
Graduate School				

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**LICENSES** (Optional, unless required for the position for which you are now applying.)

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List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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Answer only if position requires.

Do you possess a valid driver's license? ☐ Yes ☐ No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

For positions that require typing: I certify that I can type at a speed of \_\_\_\_\_ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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**OTHER INFORMATION**

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Have you ever been disciplined in your employment related to workplace violence?..... ☐ Yes ☐ No

If yes, please explain.

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Do you presently use illegal drugs? ..... ☐ Yes ☐ No

Have you ever been employed by the City of Yerington? ..... ☐ Yes ☐ No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by the City of Yerington?..... ☐ Yes ☐ No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:**

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?.....☐ Yes ☐ No

Do you have any pending court charges that have not been adjudicated?..... ☐ Yes ☐ No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.


**FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:**

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- The City of Yerington may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
  - Length of time passed since the offense;
  - Age of applicant at the time of the offense;
  - Severity and nature of the offense;
  - Relationship of the offense to the position applying for; and
  - Evidence of rehabilitation of the applicant.
- The following will not be considered:
  - Arrests which did not result in a conviction;
  - Record of convictions that were dismissed, expunged, or sealed; and
  - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

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## EMPLOYMENT HISTORY

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Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

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May we contact all employers listed? (Attach a list of any exceptions with an explanation.)

☐ Yes ☐ No

Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

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## ACKNOWLEDGMENTS

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Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Sheema D. Shaw, (Human Resources Department).

- \_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- \_\_\_\_\_ This application is the property of the City of Yerington and will become part of my personnel file if I am hired.
- \_\_\_\_\_ I authorize the City of Yerington to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Yerington. In addition, I authorize the City of Yerington to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize the City of Yerington to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Yerington to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- \_\_\_\_\_ In exchange for the City of Yerington's consideration of my employment application, and/or any continued employment with the City of Yerington, I authorize anyone possessing information to furnish it to the City of Yerington upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Yerington, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- \_\_\_\_\_ I further understand this consent will apply during the entire course of my employment with the City of Yerington should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
- \_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Yerington. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the City of Yerington constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that the City of Yerington is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to the City of Yerington. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- \_\_\_\_\_ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, if qualifications of applicants are equal: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_