

**CITY OF YERINGTON
FULL TIME
POLICE OFFICER**

The City of Yerington, Nevada, SUPPORTS Law Enforcement!

The City of Yerington is seeking applications for the position of full-time Police Officer. Yerington is a city on the verge of substantial growth due to a major employer locating within the City. Abundant outdoor activities include off-road trails, hunting, hiking, and exploring the many mountains surrounding the community. A little over one hour away is Carson City, the state capitol, and Reno, with all the amenities of a large metropolitan area. Enjoy a small town, family friendly, lifestyle and world-class dining and entertainment a short drive away. NO income tax! 100% employer paid retirement contribution.

Sign-On Bonus: \$5,000 with \$2,500 paid upon hire date or passing P.O.S.T.; \$1,250 on first year anniversary and \$1,250 after two years of employment

Job Responsibilities: Be able to provide public safety service to a diverse population with a professional demeanor utilizing trained and acquired skills. Must be able to accurately make and record observations, enforce laws and regulations, research law and legal procedures, write reports, and be qualified to be an armed law enforcement officer in Nevada. Must maintain P.O.S.T. Certification, or be certified after training in a reasonable period of time.

Qualifications: Must have a valid Nevada driver's license within 30 days of hire; have a high-school diploma or equivalent; at least 21 years of age at time of appointment; have at least one year of increasingly responsible work experience involving working with various groups of people and have competent analytical skills.

CITY OF YERINGTON

Position Description

Patrol Officer

FLSA Status: Non-Exempt

Revised: April 23, 2018

DEFINITION: Under general supervision of a senior officer, performs police patrol, investigation, crime prevention, traffic regulation, citizen assistance, assistance to other law enforcement agencies, transportation of prisoners, and related law enforcement activities.

DISTINGUISHING CHARACTERISTICS: Applicant must be 21 years of age. This level of classification requires POST certification. Position may work alone, with a partner, or as part of a unit. This class is distinguished from the Police Officer Trainee class by the requirement for current Nevada POST certification and completion of the field-training program. This class is distinguished from the next higher-level class by the lack of functioning at the fully experienced level and the lack of responsibility for providing lead work or supervision to subordinate officers.

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

1. Patrols streets, parks, and commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations, and to serve as a deterrent to potential commission of crimes.
2. Responds to emergency radio calls or witness reports and investigates accidents, felonies, misdemeanors, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, illegal drug activities, etc.; initiates appropriate law enforcement action.
3. Questions witnesses, suspects, drivers, and others; collects and preserves evidence and maintains chain of custody; arrests potential violators.
4. Conducts follow-up investigations of crimes; seeks out and questions victims, witnesses, and suspects; develops leads and tips; searches crime scenes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.
5. Fingerprints, photographs, searches, transports, and safeguards those in custody; processes the admission and/or release of persons in custody including the preparation of booking reports and release forms.
6. Investigates and renders assistance at scenes of vehicular accidents; summons ambulances and other law enforcement assistance; takes measurements and draws diagrams of scenes.
7. Prepares a variety of reports and records including officer's daily logs, reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer checklists, bad check forms, vehicle impound forms, traffic hazard reports, etc.
8. Gives testimony in court proceedings and works with staff of the appropriate attorney's office to prepare cases.
9. Prepares affidavits and serves warrants.
10. Undertakes community oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention measures, drug abuse resistance education, traffic safety, etc.

11. Plans, researches, and gathers intelligence including surveillance for criminal investigations.
12. Performs crowd control as required.
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.
15. Maintains contact with command personnel to coordinate investigative activities; provides mutual assistance during emergency situations; provides general information about department activities.
16. Maintains departmental equipment, supplies, and facilities.
17. Participates in required/mandatory departmental training, e.g., firearms, defensive driving, report writing.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

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

Ability to

- 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;
- perform work requiring good physical condition;
- communicate clearly and concisely both orally and in writing;
- 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;
- follow verbal and written instructions;
- maintain confidentiality where appropriate;
- 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;
- meet special POST requirements.

Special Requirements: Nevada Peace Officer Standards and Training certification required by date of hire or within the time limits established by POST. 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 one year of increasingly responsible work experience, which involved dealing with various groups of people, using analytical ability, making and recording observations, enforcing some type of regulatory compliance, researching laws or legal procedures, and/or writing reports.

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.*

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 and be subject to on-call. 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				

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

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

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.

OTHER INFORMATION

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

If yes, please explain.

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.

EMPLOYMENT HISTORY

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.

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: _____

ACKNOWLEDGMENTS

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 _____