

CITY OF BOULDER CITY NEVADA

CLASS TITLE: PART-TIME POLICE OFFICER

Adopted 05/12/82

Revised 03/29/07

Revised 12/14/11

BASIC FUNCTION: This is the part-time sworn police officer position for the Police Department with responsibility for crime prevention and control through the enforcement of local and state laws, public assistance, traffic law enforcement, and criminal investigation.

DISTINGUISHING CHARACTERISTICS:

Part-time Police Officers may work alone or as part of a team and normally are supervised by a full-time Police Officer or a shift Supervisor. This is an "at-will" position. An officer in this position can be terminated for any reason or no reason at all.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are "representative only" and are not intended to cover the full range or scope of duties in this class.)

1. Patrols assigned areas to enforce laws, investigate crimes, and arrest violators; drives vehicles through assigned areas, observing traffic violations; and issues citations. Patrols areas by foot or vehicle.
 2. Assumes control of traffic accidents to maintain traffic flow, assists accident victims, and administers first aid and C.P.R.
 3. Investigates illegal or suspicious activities of person(s), quells disturbances, and arrests law violators.
 4. Locates and takes person(s) into custody on arrest warrants.
 5. Transports or escorts prisoners between courtrooms, jails, medical facilities and the Police Department.
 6. At times may be asked to maintain order in courtroom during court; checks courtroom for security and cleanliness; enforces courtroom rules of behavior; and warns person(s). May advise persons of dress required in courtroom. May announce entrance of judge.
 7. May testify in court.
 8. Prepares written reports. May perform clerical work such as answering telephones, typing, filing and special projects.
 9. Supervises and directs community service workers.
 10. May search prisoners for weapons and contraband, fingerprint and photograph.
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PART-TIME POLICE OFFICER - Continued

11. May answer telephones, talk on radio, use Dispatch computer and answer questions in Dispatch Center.
12. May regulate traffic by using speed indicator device. May direct and reroute traffic around fire or other disruptions. May notify the Public Works Department of hazards, traffic signs missing, etc.
13. May inspect dwellings and businesses to evaluate security needs and recommends measures to improve security for premises, making them less vulnerable to crime.
14. May carry out investigations to solve criminal cases with the Investigation Division. May be required to work plain clothes on special assignments.
15. Completes and maintains various records to book and process prisoners. Prepares reports to document arrest information such as name, address, charge and arresting officer; fingerprints and searches prisoners; records personal property of prisoners; and seals property in envelopes.
16. May collect evidence at scene of crime or fatal accidents; identify fingerprints and photograph evidence for use in criminal and civil actions; dust selected areas of crime scenes to locate and reveal latent fingerprints; lift prints from crime scenes using special tape; and photographs crime or accident scenes to obtain records of evidence.
17. May patrol areas of public parking to issue citations. May direct traffic during special events.
18. May work stake outs.
19. May research and instruct law enforcement techniques to co-workers and supervisors.
20. Must adhere to the same professional conduct as full-time police officers in dealing with the public and peers.
21. Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles, methods and techniques of law enforcement work, including patrol, crime prevention, investigation and identification; criminal law, including the laws of arrest, search and seizure, rules of evidence, court procedure and laws governing temporary detention procedures; care and protection of firearms and other law enforcement equipment; and state law pertaining to civil procedures.

ABILITY TO: Observe events accurately; use and care for firearms and related police equipment; act quickly in emergencies using sound judgment; interpret complex laws and regulations; operate various types of police equipment including police vehicles; use first aid techniques; prepare accurate and thorough reports; operate radio equipment; meet medical and physical requirements of the department; secure information from witnesses and suspects; lift and/or move heavy objects or persons in emergency situations; physically restrain persons; give chase on foot; communicate and work effectively with members of the public, fellow officers and other agency personnel; analyze problems and find solutions; write and record information when interviewing victims, suspects and witnesses; control volatile situations.

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EDUCATION AND EXPERIENCE: Graduation from high school or G.E.D. equivalent. Higher education preferred. Character above reproach.

PHYSICAL REQUIREMENTS: Vision sufficient to read laws, rules, regulations, policies, procedures, reports, and other related materials, operate police vehicles, qualify with weapons, evaluate crime scenes, and identify suspects and pertinent aspects of police situations; hearing sufficient to hear conversations and directions over a telephone and radio under normal and adverse situations; speech sufficient to make oneself heard in person and over the telephone and radio, dexterity sufficient to operate vehicles, office equipment, and fire Departmental weapons; endurance sufficient to work regular and extended shifts involving long periods of standing and sitting in extreme weather conditions; mobility sufficient to bend, stoop, climb and run as necessary in the performance of duties; strength sufficient to subdue suspects and effect arrests, and to lift, carry, or drag injured victims or resisting suspects.

SPECIAL REQUIREMENTS: Appropriate Nevada Motor Vehicle Operator's License at time of appointment and maintain a satisfactory driving record. Must be a U.S. citizen and be at least 21 years of age at the time of appointment. Visual acuity must be correctable to 20/40 in one eye and 20/30 in both eyes. Hearing must be 30 decibels or less for each ear. First Aid/CPR certification must be obtained within the time limit determined by the department. Nevada Peace Officer Standards and Training Category I Certification required. Must remain Category I P.O.S.T certified throughout incumbency.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable.

CONTACTS:

- Members of the public
- Victims of crimes
- Suspects/criminals
- Other department personnel
- Witnesses

WORKING CONDITIONS: Law enforcement environment, subject to adverse weather conditions, and hazardous materials. Work performed indoors and outdoors is required. Shift work including nights, weekends, and holidays as required.

**NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS.
THIS IS AN AT-WILL POSITION**

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

