JOB DESCRIPTION

K-9 OFFICER

Department:	Police	**Classification/Grade:**	24
Division:		**FLSA Status:**	Non-Exempt
Reports to:	Police Sergeant	**Safety Sensitive:**	Yes
		Bargaining Unit:	MPOA
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the stated mission and values of the City of Mesquite and the Police Department. Provide emergency aid, security, and protection of life and property for the citizens by patrolling business, rural, and residential areas, responding to requests for information and assistance, investigating criminal activity, subduing combative suspects, making arrests, working with people to solve problems associated with crime and ensuring proper enforcement of laws and regulations. Protects the general welfare of residents and visitors of the community.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Patrol the community to aid in preventing crime and to enforce Federal, State, and City laws and regulations.
3. Monitor traffic and maintains traffic safety.
4. Detect and deter possible criminal activities.
5. Conduct criminal investigations.
6. Identify and arrests criminals.
7. Respond to emergency calls; determine the nature of a call, investigate the circumstances, and take any necessary and prudent action. May call for assistance or superior officers if necessary.
8. Take command at scene of crime or accident; administer first aid and request medical service as necessary; take statements and interview victims and witnesses; examines situation; records vital information regarding causes and circumstances.
9. Guard and supervise prisoners.
10. Submit budge requests, monitor expenditures.
11. Ensure that patrol activities are conducted in conformance with departmental rules and regulations.
12. Conduct investigation assignments of suspected illegal activity or follow-up investigations of criminal cases and in the collection and preservation of evidence at the crime scene.
13. Assist administration in any assignments.
14. Maintain, houses, feeds, and cares for canine assigned.
15. Be dependable and meet acceptable attendance requirements at all times
16. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Assume duties of a regular police officer as needed
C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Procedures, methods and techniques of civil service process law enforcement
- Pertinent federal, state and local laws, codes and regulations
- Standard police practices, methods, and procedures.
- P.O.S.T. investigative methods
- Police terminology and practices
- Good public relations skills
- Methods of investigation, apprehension, and rules of evidence.
- Good leadership skills
- The safe and appropriate use of firearms and other police related tools.

Ability to:

- Interpret law enforcement policies and procedures
- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Utilize good public relations skills
- Communicate clearly and concisely, both orally and in writing.
- Use good leadership skills.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Establish and maintain effective working relationships with employees and the public
- Present evidence in court effectively; skill in observation and remembering details such as names, faces and incidents.
- Frequently use printer, telephone, fax
- Properly operate city vehicle
- Care for and maintain canine

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence. Must live in Clark County within six (6) months of hire date.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or GED. Associates degree from an accredited college or university with major course work in police science, public administration or a related field preferred

Experience: Two years of increasingly responsible law enforcement experience

Training: Speak and write Spanish fluently preferred

License or Certificate: Must possess, at the time of employment and continuously throughout employment a valid driver's license. Nevada P.O.S.T. Category I Certification or ability to obtain within 6 months of employment. Maintain current level of training to handle canine. Current on all department training.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are primary performed on patrol in an assigned area where the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form, both on and off duty for the duration of employment with the City.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite 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 Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
August 2012 (Residency)
April 2013 (Safety Sensitive)