



Police Officer
Police Department

PD/6

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for the enforcement of federal, state and local laws and the protection of life and property.

MAJOR DUTIES

- Patrols city to detect and deter criminal activity and traffic violations through proactive and reactive responses to violations of state statutes and city ordinances.
- Responds to calls relayed by the Communications Officer and the public, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary inquiries, field interviews, and follow-up investigations to include gathering information and evidence, securing the crime scene, and interviewing victims, complainants, suspects, and witnesses; processes crime scenes.
- Apprehends, arrests, and processes offenders, including juveniles; issues citations for criminal offences.
- Provides assistance and backup support to other officers of all jurisdictions as necessary.
- Provides traffic direction as needed for events such as parades, funerals, ball games, school crossings, traffic hazards, crime scenes, fires, or natural disasters.
- Testifies in judicial proceedings.
- Performs the duties of a detective as assigned.
- Searches criminals for weapons and contraband; inventories evidence.
- Completes all required reports and forms, including accident and incident reports.
- Serves warrants.
- Inspects and maintains patrol car; maintains all equipment.

- Serves as School Resource Officer as assigned.
- Conducts major investigations from homicide to fraud.
- Performs community policing activities.
- Maintains high levels of physical fitness.
- Maintains P.O.S.T. certification with continuing education.
- Maintains technical and tactical proficiency; maintains weapon proficiency.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile laws, search and seizure laws, city ordinances, city policies and procedures, and departmental policies and procedures.
- Knowledge of basic traffic investigation techniques and procedures.
- Knowledge of the geographical layout of the city.
- Knowledge of local, state, and federal court systems and procedures.
- Knowledge of biological and chemical hazards.
- Skill in oral and written communication.
- Skill in operating police vehicles, firearms, computers, emergency equipment, and specialized tactical equipment.
- Skill in restraining persons with the necessary use of force.

SUPERVISORY CONTROLS

The Corporal or Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal laws, traffic laws, local ordinances, city policies and procedures, and departmental policies and procedures. The guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical tasks related to law enforcement. The varied nature of calls and the potential for emergencies that require the employee to respond rapidly, make split-second decisions, and make life and death decisions add to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens, assists in the apprehension and prosecution of violators, and promotes efficient and effective operation of the department.

CONTACTS

- Contacts are typically with co-workers, members of the court system, attorneys, judges, medical personnel, members of the general public, law enforcement officers from other agencies, and criminals.
- Contacts are typically to exchange information, provide services, justify matters, interview persons, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, running, stooping, bending, or crouching. The employee must be able to restrain persons, lift objects of varying weights, and distinguish between shades of color. The employee must possess manual dexterity.
- The work is typically performed indoors, traveling in a vehicle, and outside, where the employee may be exposed to heat, cold, or inclement weather. The employee may be exposed to infectious or contagious diseases and life-threatening situations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel in the absence of the Corporal, Sergeant or Lieutenant.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Officer Standards and Training Certification for the State of Wyoming.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date