



## Police Officer I

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### **DEFINITION**

Under general supervision and direction, patrol an assigned beat and investigate incidents in the enforcement of law and order in the protection of life and property; take special assignments; and participate in training to acquire P.O.S.T. certification.

### **SUPERVISION RECEIVED**

Reports to a Police Sergeant (and, indirectly, a Police Lieutenant).

### **SUPERVISION EXERCISED**

Exercises no supervision.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Operate an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations.

Respond to radio and telephone dispatches and appear at scenes of disorder or crime.

Note and report traffic hazards.

Assist in controlling traffic at scenes of emergencies; investigate and prepare reports on accidents, offenses, and damage to property; provide directions and information.

Make arrests; issue citations; serve warrants and subpoenas; give verbal warnings; prepare reports on arrests and property impounded.

Check doors to determine that buildings are locked.

Inspect establishments providing alcoholic beverages and entertainment; intervene in private or public disputes to protect the public and maintain order.

Transport prisoners; investigate complaints; interrogate victims, witnesses, and persons whose actions are suspicious.

Perform specialized work; carry out crime prevention, DARE, Special Response Team, barricade and hostage situations, mounted and bicycle patrol, use of training in special equipment, or field and other training programs; issue citations for parking and moving violations.

Assist the Fire and other departments.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Safe driving principles and practices.

#### **Skill to:**

Learn to operate firearms and other modern police equipment.

Learn to operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely in all weather conditions.

#### **Ability to:**

Successfully complete P.O.S.T. training for entry level Police Officers.

Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Learn modern investigative methods including interviewing and interrogation techniques.

Learn law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Learn recent court decisions and how they affect department and division operations.

Learn functions and objectives of federal, state, and other local law enforcement agencies.

Learn self defense tactics.

Learn, properly interpret, and make decisions in accordance with federal, state, and local policies, procedures, laws, and regulations.

Learn pertinent federal, state, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Learn to gather, assemble, analyze, evaluate, and use facts and evidence.

Learn, interpret, and explain City and Department policies and procedures.

Observe accurately and remember names, faces, numbers, incidents, and places.

Prepare clear and concise reports.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

No previous experience is required.

#### **Training:**

Equivalent to a high school diploma supplemented by P.O.S.T. certification.

#### **License or Certificate:**

Ability to obtain a State of Wyoming P.O.S.T. certification within one year of appointment.

Possession of, or ability to obtain, an appropriate, valid driver's license.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites; availability for shift work.

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