



Police Officer II

DEFINITION

Under direction, patrol an assigned beat and investigate incidents in the enforcement of law and order in the protection of life and property; and perform special assignments.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

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; conduct crime scene investigations.

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.

Observe and check doors to determine that buildings are secure; 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; escort parades and processions.

Perform as a school resource officer, nuisance enforcement officer, or work restitution supervisor, as assigned.

Inspect establishments providing alcoholic beverages and entertainment; intervene in private or public disputes to protect the public and maintain order; perform initial and follow-up investigations of crimes involving adults and juveniles; investigate complaints; interrogate victims, witnesses, and persons whose actions are suspicious; impound and tag evidence.

Continue to train in law enforcement areas and subjects.

Speak before school and civic groups as required.

Appear in court as arresting officer; transport prisoners.

Assist the Fire and other departments.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

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

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

Modern investigative methods including interviewing and interrogation techniques.

Recent court decisions and how they affect department and division operations.

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

Self defense tactics.

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

Safe driving principles and practices.

Skill to:

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely in all weather conditions.

Ability to:

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

Obtain information through interviews and interrogation.

Gather, assemble, analyze, evaluate, and use facts and evidence.

Interpret and explain City and Department policies and procedures.

Identify potential crime situations or traffic hazards and take preventive action.

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:

One year of experience as a Police Officer.

Training:

Equivalent to a high school diploma supplemented by specialized training in law enforcement.

License or Certificate:

Possession of current Wyoming P.O.S.T. certification.

Possession of 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.

Effective date: October 2003

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