



Police Officer III

DEFINITION

Under direction, perform and serve as lead worker in patrol, investigation, or other special assignment in the protection of life and property; supervise others on a patrol shift in absence of the Sergeant; and perform special assignments.

SUPERVISION RECEIVED

Reports to a Police Sergeant or a Police Lieutenant.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as lead worker of team or group or perform specialized work; train, schedule work of, and assign work to subordinates.

Perform 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.

Review reports of other officers; perform normal patrol duties.

Perform primary and follow-up investigations of crimes involving adults and juveniles; photograph crime scenes; lift and analyze fingerprints; process photographs of crime scenes and prisoners; collect and preserve evidence; investigate traffic accidents and complaints; conduct internal investigations; interview and obtain statements from suspects, witnesses, and complainants; encourage citizen and informant cooperation; maintain chain of custody in evidence.

Assist and coordinate work with other departments or agencies as required.

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.

Continue to train in law enforcement areas and subjects.

Perform special assignments, tasks, and activities.

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:

Five years 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, 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.

Effective date: October 2003

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