

Town of Pine Bluffs

JOB TITLE: POLICE OFFICER/K-9

CLASSIFICATION NON EXEMPT POSITION

DEPARTMENT: Police

SUMMARY: Under general supervision; performs general and specialized Police work involving the enforcement of laws and ordinances; protecting life and property; detection and arrest of violators; crime prevention; community services or other specialized assignments; the K-9 Handler is responsible for patrolling with and caring for a Police dog in specialized duties such as narcotic detection, building searches, suspect/missing persons tracking, and related law enforcement activities; and performs related duties as assigned. Reports directly to the Police Chief.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Patrols assigned area of the Town for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
2. Responds to calls for service involving crimes such as robberies, assaults, homicides, narcotics, etc.
3. Responds to general public service calls for civil or societal problems.
4. Secures the scene of a crime, makes arrests and books prisoners.
5. Prepares reports to accurately document information.
6. Enforces laws, codes and statutes. Carries out duties in conformance with federal, state, county and town laws and ordinances.
7. Investigates vehicle accidents and reports of criminal activity.
8. Performs a variety of general and specialized criminal investigations involving property and persons crimes, gathers evidence and preserves crime scene.
9. Prepares and presents cases for prosecution and testifies in court.
10. Directs and controls the flow of vehicular traffic and crowd control at planned or spontaneous events.
11. Maintains contact with police supervisory personnel to coordinate investigative activities.
12. Provides mutual assistance during emergency situations.
13. Maintain, houses, feeds, and cares for canine assigned

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of the protocols in a law enforcement agency.
- Knowledge of the proper maintenance and upkeep of law enforcement tools.
- Knowledge of the principles and practices of the criminal justice system.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of federal, state and town laws governing police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge, Skill and Ability to operate a personal computer and work in a Windows/MS Office environment.
- Skill in the use of handgun and self-defense.

- Skill in the use of crime scene evidence collection.
- Skill in both verbal and written communication.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.
- Skill in remembering names, faces and details of incidents.
- Skill in performing work requiring physical vigor.
- Skill in remaining in control physically and emotionally during stressful situations.
- Skill in pursuing and controlling suspects.
- Skill in learning the Town's geography.
- Ability to establish and maintain cooperative relationships with supervisors, coworkers and the general public.
- Ability to handle K-9 companion, train, and care for said animal.

MINIMUM QUALIFICATIONS: A High School Diploma or GED. Must be able to successfully complete all phases of the pre-employment selection process. Associates degree from an accredited college or university with major course work in police science, public administration or a related field preferred. Wyoming Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement and/or currently enrolled in a Wyoming Police Academy is required. Must be a US citizen, not less than twenty (20) years of age, and have a valid State of Wyoming driver's license. Specialized K-9 Handling training or certification required based on State of Wyoming laws.

LANGUAGE SKILLS: The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

REASONING ABILITY: The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports, instructions, letters, memos, and other pertinent forms.

OTHER SKILLS AND ABILITIES:

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

WORK ENVIRONMENT/ADA: While performing the duties of this job, the employee may work inside in an office environment, and/or working outside in various weather conditions performing various tasks including climbing and standing. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. The Work generally involves moderate work generally in an office or vehicle setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. However, due to the nature of the position the need for the ability to run, or use physical force may be required. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

Lifting: 10 - 45 Pounds
Environment: Inside or outside in various weather conditions
Hearing: Normal Noise Levels

*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.