**City of Rock Springs**

**Job Description**

**POSITION TITLE:** Police Officer I  **DEPARTMENT:** Police

**SUPERVISOR:** Police Chief

**GENERAL:**

The employee will support the City of Rock Springs mission *“To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth”.*

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and The City of Rock Springs.

# JOB SUMMARY:

Under general supervision, to perform a variety of duties involved in the enforcement of laws and the prevention of crimes; to conduct and participate in general investigations of crimes, accidents, and cases; to control traffic flow and enforce State and local traffic regulations; to serve as Patrol Officer, Detective, Field Training Officer, Tactical Team Member, K-9 Officer, Traffic Officer, or School Resource Officer; and to perform a variety of technical and administrative tasks in support of the Department.

**SUPERVISION EXERCISED**

Exercises supervision as directed by a commanding officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs a variety of duties including, but not limited to:

1. Patrol a designated area of the City to preserve law and order; discover and prevent the commission of crimes; check property for physical security.
2. Respond to general public service calls and complaints including but not limited to, domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents using a variety of technical equipment, techniques, and procedures.
3. Secures the scene; investigate crimes and suspicious circumstances; collect, process, photograph and present evidence including fingerprints, fibers, blood, and related physical evidence; sketches the crime scene; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.
4. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
5. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
6. Take custody of lost and found property.
7. Prepare and submit reports, affidavits and other related documents on arrests made, activities performed and unusual incidents observed.
8. Book prisoners in the jail; assist in the custody, care, and welfare of prisoners while in custody; transport prisoners.
9. Perform general police work in the protection of life and liberty.
10. Inspect, report, and correct conditions which may lead to criminal activity or pose a societal problem.
11. Provide the public with directions, safety information and give advice on laws or ordinances.
12. Prepare written reports on criminal matters or civil problems.
13. Perform specialized duties requiring application of abilities and knowledge acquired through experience.
14. Enforce City, State, and Federal laws, especially those pertaining to traffic related issues.
15. Participate in training courses and programs including but not limited to, firearms, radar, EC/IR II Intoximeter, Custody Control, Taser, ASP Expandable baton, lateral vascular neck restraint, emergency vehicle operations and various other equipment and techniques specific to the Police Department.
16. **When assigned to detective**:
	1. Perform detailed investigations into all assigned criminal matters.
	2. Investigate the identification of criminals and their prosecution.
	3. Conduct interviews of suspects, witnesses, and victims.
	4. Prepare supplemental reports for criminal matters.
	5. File cases with the appropriate municipal, state or federal prosecutor.
	6. Pick up and transport all paperwork and files to the appropriate municipal, state or federal prosecutor.
	7. Serve subpoenas.
17. **When assigned to Tactical Team**:
18. Resolve high risk or high threat situations that involve hostile criminals.
19. Perform continual training with other TAC Officers in order to maintain a high level of competence and effectiveness.
20. **When assigned to K-9 officer**:
	1. Perform specialized duties involving a police canine.
	2. Assume responsibility for the effective use and deployment of police canine during narcotics searches, contraband searches, and searches for suspects involved in crimes.
	3. Perform continual training in order to maintain a high level of effectiveness with the police canine.
	4. Maintain fitness of K-9 and report abnormalities/sickness to the veterinarian in a timely manner.
	5. Feed, groom and inspect K-9 for duty readiness.
21. **When assigned to School Resource Officer**:
	1. Serve as liaison between the Rock Springs Police Department and the School District.
	2. Enforce State laws and City ordinances within the schools.
	3. Maintain a working knowledge of School District policies and regulations, State laws for education, State and Federal special education laws, and rules and regulations for individual schools.
	4. Establish rapport with and serve as a resource to School District administrators, staff, students, parents, and supporting agencies.
22. Other duties as assigned.

**ABILITIES AND REQUIREMENTS**

Has the knowledge, skills and ability to:

* 1. Utilize modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and identification techniques.
	2. Utilize modern investigative methods including interviewing and interrogation techniques.
	3. Understand law enforcement theory, principles and practices and their application to a wide variety of services and programs.
	4. Research and understand recent court decisions and how they affect department and division operations.
	5. Utilize self-defense tactics.
	6. Understand functions and objectives of Federal, State, and other local law enforcement agencies.
	7. Understand and apply basic principles and practices of criminal law and community policing.
	8. Operate firearms and other modern police equipment.
	9. Properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.
	10. Gather, assemble, analyze, evaluate and use facts and evidence.
	11. Interpret and explain City and Department policies and procedures.
	12. Observe accurately and remember names, faces, numbers, incidents and places.
	13. Analyze situations quickly and objectively, and determine proper course of action.
	14. Act quickly and calmly in emergencies.
	15. Meet and deal with the public tactfully and effectively.
	16. Meet the physical requirements necessary to safely and effectively perform the assigned duties.
	17. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
	18. Research and understand local geography, City streets, public buildings, and businesses.
	19. Operate a motor vehicle safely and utilize safe driving principles and practices.
	20. Operate modern office equipment and programs.
	21. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including, but not limited to employees, contractors and the general public.
	22. Ability to communicate clearly and effectively, both orally and in writing, with staff and the general public ensuring clear and concise reports.
	23. Other duties as assigned.

**EXPERIENCE AND TRAINING**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

 **Experience:**

 One year of experience working with the public. Must be at least age twenty-one (21) at time of hire.

 **Education:**

 Equivalent to a high school diploma supplemented by completion of P.O.S.T. Academy course of study.

 **License or Certificate:**

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

 Possession of, or ability to obtain, a P.O.S.T. Basic Certificate required within one (1) year and must keep current to maintain position.

 Possession of, or ability to obtain, CPR, and Basic First Aid.

**PHYSICAL DEMANDS and ADDITIONAL REQUIREMENTS**

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

 Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, carry, drag and lift supplies, materials and/or other items up to 100 lbs.. May be exposed to potential physical harm including but not limited to cold, heat, noise, outdoors, vibration, confining work space, infectious disease, chemicals, explosive materials, mechanical hazards, electrical hazards, and high stress levels. Must have the ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**ACKNOWLEDGEMENT:**

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee Date

Signature of Supervisor Date

Approved: May 5, 2015 (Resolution 2015-79)