

# *City of Lander*

## Job Description



<b>Title:</b> Police Corporal	<b>Grade:</b> 8
<b>Department:</b> Police Department	<b>Effective Date:</b> 9/2024
<b>Division:</b> Patrol FSLA- NONEXEMPT	<b>Last Revised:</b> 9/2024

### GENERAL PURPOSE

This position provides supervisory direction for police officers, assists training officers, and performs a variety of law enforcement-related functions associated with the operations of a shift, division, or assignment. Assists the Patrol Sergeant with a variety of leadership, management, and supervisory functions for assigned shifts.

### SUPERVISION RECEIVED

Works under the supervision of the Patrol Sergeant.

### SUPERVISION EXERCISED

Provides direct supervision to Police Officers I, II, and III. The Corporal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### ESSENTIAL FUNCTIONS

- Assures the integration and application of and compliance with the Core Values of the City of Lander and the Law Enforcement Code of Ethics.
- Responds to calls for service; investigates crimes; conducts patrols; provides on-scene supervision for officers.
- Produces case reports; manages internal records.
- Approves shift case reports; handles complaints from citizens; provides assistance and assigns tasks to other officers.
- Responds to citizen complaints.
- Trains, assigns, supervises, and evaluates personnel.
- Completes a variety of administrative tasks, including scheduling, timecard maintenance, and the preparation of reports and memoranda.

- Provides first responder first-aid.
- Interviews witnesses and interrogates suspects.
- Performs the duties of Field Training Officer as assigned; completes daily and weekly training evaluations.
- Performs related duties.

### CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.

- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

#### MINIMUM QUALIFICATIONS

- A high school diploma or GED **AND** three (5) years of relevant police, law enforcement or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Possession of a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Officer Standards and Training Certification for the State of Wyoming at the level of Advanced Peace Officer.
- Successful completion of the trial period.

#### ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant federal and state laws and local ordinances.
- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of criminal procedures, use of force standards, proper patrol techniques, emergency vehicle operation, and firearm safety.
- Knowledge of interview and interrogation techniques.
- Knowledge of the principles of evidence handling.
- Knowledge of city and department policies and procedures.
- Knowledge of management and supervisory principles and techniques.
- Knowledge of employee evaluation guidelines.
- Knowledge of the criminal justice system.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the supervision of personnel.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in public and interpersonal relations.

- Skill in oral and written communication.
- Skill in the use of computers and job-related software programs.

#### WORK ENVIRONMENT:

- The work consists of varied supervisory and technical law enforcement duties. The potential for life-threatening situations contributes to the complexity of the work.
- The work is typically performed while intermittently sitting, standing, walking, running, stooping, bending, or crouching. The employee must be able to restrain persons, lift objects of varying weights, and distinguish between shades of color. The employee must possess manual dexterity.
- The work is typically performed indoors, traveling in a vehicle, and outside, where the employee may be exposed to heat, cold, or inclement weather. The employee may be exposed to infectious or contagious diseases and life-threatening situations.

#### DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following may be considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

#### SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test.

Random, reasonable suspicion and post-accident drug and alcohol testing are administered to City employees in accordance with the law, Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee manual, safety policies and procedures, and departmental policies and procedures.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The City of Lander reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice, to the extent allowed by law. This job description supersedes earlier versions.

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Employee's Name (Printed)

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Employee's Signature

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Date