

City of Lander

Job Description



Title:	Patrol Sergeant	Grade:	9
Department:	Police	Effective Date:	6/2021
Division:	Patrol	Revised	4/2026 6/2021

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Performs a variety of technical professional and first-line supervisory law enforcement duties related to the organizing and coordinating the traffic or patrol functions of the city police department. Performs day-to-day quality assurance in serving and protecting the citizens of Lander.

SUPERVISION RECEIVED

Works under the general supervision of the Police ~~Captain Lieutenant~~ or Police Chief.

SUPERVISION EXERCISED

Provides close to general supervision to assigned shift officers ~~and Corporals~~. In the absence of the ~~Captain, Lieutenant~~ and Chief, serves as department supervisor. Directs day-to-day shift activities and supervises high risk situations.

ESSENTIAL FUNCTIONS

Administration: Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct to ~~the Captain Lieutenant~~ or Police Chief; conducts performance appraisals and makes recommendations affecting retention, advancement, discipline and discharge.

Prepares duty roster and schedules for assigned officers by organizing shift changes, schedules and special days off; conducts shift briefings apprising shift officers of current enforcement and criminal activity; conducts uniform and equipment inspections.

Assists in the development of department budget(s); reviews previous expenditures, analyzes equipment and personnel needs and makes recommendations.

Serves as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as fire arms, special response team, special training (domestic violence, chemical munitions, etc.), vehicle maintenance, etc.

Patrol/Traffic: Acts as shift/field supervisor; patrols city to prevent and suppress crime and enforce federal and state laws and city ordinances; apprehends criminals in the act of or after the act of a crime; provides public assistance to residents; patrols certain areas to detect violations of the law; serves warrants, summons and subpoenas; makes arrests and transports offenders to jail; attends court and gives testimony.

Reviews all reports and citations generated during assigned shifts; monitors reports and logs for the patrol department of such things as cases handled, miles driven, gas used and property recovered; compiles monthly reports on the above.

Responds to calls for assistance, acts as officer in charge (OIC); secures crime scenes for evidence searches; makes investigation and interviews complainants, witnesses and suspects; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations for D.U.I.'s, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Performs other related duties as required.

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

1. Education and Experience:

- A. Graduation from college with an associate degree in police science, criminology or related field; AND
- B. Two (2) years of progressively responsible law enforcement experience as a municipal, county, or state officer; OR
- C. An equivalent combination of education and experience.

2. Essential Knowledge, Skills, and Abilities:

Considerable knowledge of Lander and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations. Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment, including breathalyzers, radar units, restraining devices; basic CPR, First Aid and emergency response driving.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; operate a personal computer and various programs, such as Microsoft Word, Spillman law enforcement software, etc.; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be P.O.S.T. certified professional police officer and must maintain certification by attending a minimum of 40 hours of specialized training each two years. Must possess a valid Wyoming Driver's License. Must maintain firearm proficiency.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, **running**, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

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 is 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 screens and a pre-employment drug test. Employees that perform safety sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, law enforcement, working with hazardous materials and chemicals and solid or liquid waste, operating or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

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 initiation a driving record from all previous states of residency.

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

I acknowledge that I have read this job description and requirements and certify that I can perform these functions 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.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, 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 accommodation. 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 City of Lander is an at-will employer.

Employee’s Name (Printed)

Employee’s Signature

Date

