



TOWN OF JACKSON
JOB DESCRIPTION

JOB TITLE: Police Officer	LAST UPDATED: 2011
PAY BAND: 7	FLSA STATUS: Non-Exempt
DEPARTMENT: Police	SUPERVISOR: Patrol Sergeant

Job Purpose: Serves the community through public service and community policing. Protects Town of Jackson citizens and visitors. Enforces laws, investigates and prevents crime, patrols assigned areas, responds to disturbances and calls for service, conducts searches, proactively seeks out and investigates suspicious activities, and apprehends and detains suspects.

Supervision: Works under daily and specific direction of Patrol Sergeant.

Supervision Exercised: Has no supervisory responsibility.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Provides community service by disseminating information and assisting citizens and guests of the community. Serves as an ambassador for the community, for the Town organization, and for the institution of law enforcement. Implements community policing through initiative and directives.

Prevents crime, explains and enforces applicable federal, state, and local laws and ordinances, utilizes preventive, protective, and defensive tactics, mediates disputes, patrols assigned areas, responds to notices of disturbances, conducts searches, performs traffic law enforcement, and proactively seeks out and investigates suspicious activities.

Conducts investigations, gathers evidence, interviews victims and witnesses, detains and interrogates suspects, makes arrests, responds to complaints and calls for help, and observes violations.

Documents all elements of response, investigation, apprehension, and action, completes investigative and informational reports as necessary, testifies in court, and executes court orders by serving warrants.

Receives, processes, and assists with management of collected police evidence.

Minimizes personal injury, assists, rescues, and may attempt revival of victims, requests medical assistance, and assists medical/emergency personnel as needed.

Maintains a high level of visibility and accessibility in the community to deter crime, promotes positive relationships with the community, and provides exceptional internal and external customer service.

Ensures proper care and operation of equipment by practicing use, completing preventative maintenance requirements, following manufacturers' instructions, troubleshooting malfunctions, notifying supervisor of needed repairs, and evaluating new equipment and techniques.

Maintains professional and technical knowledge by studying applicable laws and ordinances, attending educational workshops, reviewing professional publications, participating in professional societies, and obtaining applicable certifications when authorized.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Graduation from an accredited college or university with Associate's Degree in law enforcement or related field or 60 semester credits from an accredited institution; and
- Two (2) years certified law enforcement experience (this requirement can be waived in case of appointment to Police Recruit position and subsequent attendance at the Wyoming Law Enforcement Academy); and
- Graduation with "POST" certification from Wyoming or other state Law Enforcement Academy.

Job-Specific Knowledge, Skills, and Abilities:

- Skilled in the delivery of exceptional customer service.
- Skilled in personal, friendly, and service oriented community policing.
- Working knowledge of law enforcement methods and procedures, patrol practices, traffic and criminal investigations, and evidence collection and preparation.
- Working knowledge of modern criminal procedure and elements of major crime.
- Knowledge of Town of Jackson and Teton County geography and roads preferred.
- Knowledge of, and ability to apply, techniques of criminal investigation, interviewing, and interrogation.
- Knowledge of, and ability to interpret, police liability issues, policies and ordinances of Jackson Police Department and Town of Jackson, and local, state, and federal laws.
- Skilled in tactics required for safe and effective apprehension and arrest.
- Skilled in operation of equipment and tools listed below, as applicable.
- Ability to use firearms and skilled in firearms proficiency.
- Ability to use computers, word processing (MS Word), spreadsheet (Excel), and law enforcement (Alliance) software applications, and the Internet.
- Ability to follow and issue verbal and written instructions.
- Ability to communicate in person, by phone, or in writing, with departmental personnel, other law enforcement agencies, and vendors.
- Ability to deal with public and employees courteously, tactfully, and with discretion.
- Ability to exchange information with others and develop and present findings and recommendations.
- Ability to memorize, transcribe, and apply information obtained during the investigative process and create effective written reports and documents.
- Ability to analyze community issues, concerns, and problems and recognize law enforcement officer's role in creating and implementing solutions.
- Ability to organize, implement, and direct complex criminal investigations.

- Ability to establish and maintain effective working relationships with peers, supervisors, and general public and display empathy in appropriate circumstances.
- Ability to disseminate sensitive information and maintain confidentiality.
- Ability to use basic mathematical skills, spatial reasoning, and logic.
- Ability to use analytical skills and apply results.
- Ability to effectively apply and use modern office and law enforcement technology.
- Ability to maintain high levels of self-discipline and self-motivation and to perform duties under varying levels of stress.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.

- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

- 21 years or older at time of employment; and
- Valid driver's license without record or revocation in any state; and
- No felony convictions or disqualifying criminal history; and
- First aid and CPR certifications; and U.S. Citizen.

Equipment and Tools Used:

- Police car, bicycle, police radio, 35mm digital, instant, pin-hole and pole cameras, video equipment, audio recorder, wireless body transmitter, VCR, binoculars, baton, stop stick, handcuffs, pepper spray, tear gas, duty belt and vest, night vision equipment, aerial surveillance equipment, vehicle tracking equipment, transcribing equipment, handgun and other weapons as required, mobile and desktop computer/keyboard, evidence collection equipment, breathalyzer, fingerprinting equipment, radar, Lidar radar, telephone, cellular phone, photocopier, fax machine, pager, first aid equipment, fire extinguisher, flashlight, calculator, typewriter, and other equipment and tools.

Physical Requirements:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls.

Employee is exposed to frequent levels of standing and walking.

Employee occasionally lifts, pushes, and/or pulls more than 100 pounds. Employee occasionally carries more than 75 pounds. Employee occasionally reaches and works with arms extended at shoulder height, reaches and works with hands above shoulder height, and climbs, balances, stoops, kneels, bends, crouches, crawls, and/or twists. Employee occasionally tastes and smells.

Specific vision requirements for this job include frequent use of near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is frequently exposed to low light and bright light conditions. Hand-eye coordination is necessary to operate computers, office equipment, and other equipment and machinery.

Specific auditory (hearing) requirements include frequent exposure to routine conversation, audible signals, and police radio, and the ability to identify and interpret various noises and sounds.

Employee may be asked to ride a bicycle and/or proficiently rein and ride a horse and/or work a police service dog.

Mental Requirements:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently comprehends and executes verbal instructions, reads and executes simple written instructions, estimates speed of moving objects, and operates cars and trucks. Employee frequently works alone and without supervision.

Employee is exposed to frequent levels of reading work orders, job tickets, graphs, logs, and schedules, observing and reading instruments, gauges, and dials to determine operating status, and counting and making simple arithmetic additions and subtractions. Employee is exposed to moderate levels of planning own work activities, working as a member of a team, working under pressure, and working on several tasks at the same time.

Employee moderately reads and executes complex instructions, reads and interprets detailed prints, sketches, layouts, and specs, estimates size, form, quality and quantity of objects, inspects and observes for obvious equipment defects and those defects not easily identified, uses measuring devices (tapes, gauges, rules, weight scales, etc.), uses non-power tools (hammers, wrenches, etc.), assembles or disassembles objects, determines nature and location of malfunctions, performs repair and maintenance of equipment, makes adjustments to obtain desired operating conditions (turning valves, switches, controls, etc.), and operates equipment requiring specialized knowledge. Employee occasionally coordinates work of others and works rapidly for long periods of time.

Working Conditions:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently works outside.

Employee performs frequent levels of work inside. Employee is exposed to moderate levels of intermittent noise and noise generated in a normal office environment. Employee is exposed to moderate levels of extreme heat and/or cold with or without temperature changes, wet conditions with or without temperature change, and unavoidable hazards associated with moving objects and cramped quarters. Employee is exposed to moderate levels of threat and direct or indirect violence and conflict.

Employee occasionally experiences constant noise and vibrations. Employee is occasionally exposed to humidity and/or dampness, fumes, odors, dusts, gases, explosives, oil/grease, dirt, limited ventilation, unavoidable mechanical and electrical hazards, and unavoidable hazards associated with burns and cramped quarters. Employee is occasionally exposed to blood borne pathogens, body fluids and tissue, and possible diseases of known and unknown origin. Employee is occasionally moderately exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____