



POSITION DESCRIPTION

*Core Values → **ESPRIT** de Teton County*

***E**xceed expectations; offer options not obstacles*

***S**ervant leadership through initiative*

***P**ositively professional*

***R**espect for all people, places and things*

***I**ntegrity in every word and act*

***T**eamwork for the good of the w"hole"*

TITLE: Deputy Sheriff - Patrol

LAST UPDATED: March 2015

DEPARTMENT: Sheriff's Office

FLSA STATUS: Non-Exempt

FLSA destination cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.

JOB SUMMARY

Working under the direct supervision of a sergeant, responsible for enforcing, state statutes and county ordinances, for the protection of life, health, safety, welfare and property of Teton County's residents and the visiting public and upholding the United States Constitution.

DUTIES AND RESPONSIBILITIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Teton County Sheriff's Office retains the right to modify or change the duties or essential functions of the job at any time.

- Perform routine patrol duties for the purpose of preventing, detecting, and responding to suspicious or illegal activity.
- Enforce all Wyoming State Statutes, investigate suspected crimes both reported as calls for service and observed through proactive patrol.
- Respond to calls for service on an emergency or non-emergency basis. Provide assistance, direction, and support to persons in need during both emergency and non emergency situations.
- Conduct initial investigations of crime scenes/incidents to obtain pertinent facts and information; collect and preserve evidence and property at incident or crime scene.

- Interview witnesses, victims, participants, or suspects at scene of incident or crime. Investigate suspicious persons/circumstances; conduct field interviews when warranted and canvass neighborhoods for witnesses.
- Write citations or arrest individuals involved in misdemeanor violations of the law; arrest suspects involved in felony criminal activity.
- Prepare reports, forms, and documents related to patrol activities.
- Appear in court as witness/complainant to provide testimony.
- Provide assistance, direction, and support to persons in need during emergency and non-emergency situations.
- Notify shift supervisor of all matters of concern, directives, problems, and current events affecting law enforcement operations.
- Maintain contact with general public, court officials, and other County/City officials in the performance of law enforcement operating activities; provide general information on laws and ordinances; explain the process of filing a formal complaint and alternatives available to citizens.
- Routinely assist other law enforcement agencies as needed/directed.
- Ensure adherence to safe work/driving practices and procedures.
- Operate patrol/investigative vehicles safely during both day and night and in normal or adverse conditions.
- Ability to perform investigations, transports and court security duties.
- Attend and participate in staff meetings, professional group meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned; stay abreast of new trends and innovations in the field of law enforcement.

EDUCATION, EXPERIENCE AND TRAINING

- Minimum Education: High school diploma or GED equivalent.
- Must be a United States citizen, as required by Wyoming State Statute 9.1.704 b. i.
- Must be 21 years of age and possess a valid driver's license.
- Must have the ability to pass a written examination along with various psychological, physical, and background examinations.



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- Must be able to complete 480 Hours of Basic Peace Officer (POST) certification or provide documentation of current peace officer certification from another state and pass the Wyoming (POST) examination.
- Must be able to successfully pass the patrol field training program.
- CPR/First Aid certifications.
- Attend a minimum of 40 hours of continued education every (2) years.

ESSENTIAL DUTIES:

- 60 % of time: Active Patrol (Subdivisions, County Roads, and State Highways), business checks and foot patrols
- 30 % of time: Report Writing/Prepare Legal Documents
- 5 % of time: Administrative Duties/Training
- 5 % of time: Maintain Equipment

OTHER DUTIES

- Participate as necessary in emergency/disaster management, special event or VIP security, tactical situations and court security. These efforts may be in conjunction with or in assistance to an outside agency call for service or investigation.
- Conduct special projects and assignments as required.
- Perform Basic First Aid/CPR when required.
- Back up dispatch, court security, and detention when needed

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of customer service and public relations principles and processes. Ability to perform with a high standard of customer service, professional conduct, and civic responsibility.
- Knowledge of related internal and external departmental operations, policies, procedures and protocols. Ability to apply knowledge of protocol and procedures to daily operations.
- Knowledge of radio protocols and ability to operate radio equipment in operations vehicles.
- Knowledge of computer equipment and software applications, including knowledge of current technological capabilities and applications. Ability to utilize a broad range of hardware and software applications in the performance of job duties.
- Knowledge of the geography of Teton County, including primary roads, streets, highways, major buildings, and various agency jurisdictions. Ability to accurately and rapidly read maps.
- Knowledge of seldom used procedures. Ability to apply knowledge of such procedures when required.
- Skill in quickly recognizing and responding to information requiring attention.
- Skilled in interpersonal relations. Ability to work cooperatively with other personnel, departments and outside agencies and to establish and maintain tactful, courteous, and effective working relationships with those contacted in the course of work, including the general public. Ability to lead and work in a team-based environment and achieve common goals.
- Skilled in independent thinking, attention to detail, and decision making capabilities.
- Ability to display organizational and creative skills through work products. Able to communicate publicly regarding such products or general information related to the field/position.
- Ability to remain calm under pressure, exercise good judgment and make quick, sound decisions with little information in emergency situations. Ability to analyze situations quickly and accurately, while taking effective action to assure public safety provider and citizen safety.
- Ability to understand and prioritize information received through auditory means.
- Ability to distinguish and comprehend simultaneous communications from several sources.
- Ability to effectively interrogate/interview subjects to retrieve necessary information.
- Ability to remain calm in stressful situations while providing directions to others.



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- Ability to use computer equipment along with all functioning equipment in patrol vehicles.
- Ability to use reasoning and problem solving. Ability to utilize analytical skills and apply results.
- Ability to follow direction.
- Ability to deal with excited, hysterical, agitated, angry, emotional or unpleasant subjects on a regular basis. Ability to perform crisis intervention and use calming techniques with subjects when needed.
- Ability to gather, assimilate and disseminate information on a continuous basis. Ability to accurately receive, record, and relay information from and through various mediums. Ability to research information across multiple sources.
- Ability to maintain confidentiality of information obtained in the course of daily duties.
- Ability to accurately complete paperwork.
- Ability to communicate effectively and professionally via verbal and written means. Written and verbal communication to include the ability to be clear and concise. Verbal communications to include active listening.
- Ability to complete training in online and classroom settings.
- Ability to work a varying schedule and/or shift.
- Ability to project a professional and credible manner in person and via the telephone.
- Ability to multi- task; such as to listen, talk, and make decisions concurrently or move between several tasks in quick succession. Ability to organize workload.

- **OTHER REQUIREMENTS (including physical and environmental)**

- Ability to perform work in confined, crowded, and high traffic areas with limited mobility.
- Ability to work in a frequently fast paced and high pressure environment.
- Ability to sit or stand for extended periods of time with limited or no breaks.
- Ability to work varied hours, including nights, holidays and weekends.
- Ability to work overtime if required.

- Work in a highly structured environment where all communications are recorded or documented and reviewed as public record.
- Ability to participate in routine conversation in person or via telephone or radio and to distinguish all sounds including telephone, radio, voice and other auditory tones.
- Ability to distinguish objects, text, etc. in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and especially near acuity in order to conduct daily responsibilities.
- Distinguish and interpret the meaning of colors on video display and in person.
- Ability to conduct activities normally involving walking 30% of the time, standing 30% of the time, and sitting 40% of the time.
- Ability to lift, carry, push and/or pull burdens of minimal weight up to 50 lbs.
- Ability to grasp and manipulate equipment and similar other tools and materials.
- Ability to conduct activities involving stooping, kneeling/bending, twisting, climbing, running, standing for long periods, custody and control, all while utilizing department issued weapons and equipment on a daily basis.
- Maintain good physical condition. Complete an annual PT assessment with high standards.
- Significant exposure to undesirable working conditions or exposure; exposure to dangerous persons, firearms, bodily fluids, fumes, moving objects, cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical and electrical hazards; work in intense life threatening conditions; ability to travel to different sites; work rotating shifts; availability for on call, extended shifts, and standby.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Training Requirements: IS100, IS 200, IS700

Complete required emergency preparedness training, and maintain emergency response proficiency, as outlined by Federal, State and Local guidance. Develop and maintain an individual/family readiness plan. Participate in preparedness exercises as required. During emergency events, respond and assist in accordance with the departmental Continuity of Operations Plan, Teton County Emergency Operations Plan, and/or as requested by the Incident Commander or Emergency Operations Center.

The above description is intended to describe the general nature and level of work being performed by employees in this position. This is not intended to be an exhaustive list of all duties, responsibilities and qualifications of employees assigned to this job.