

## Town of Shoshoni

<b>Job Title:</b>	Patrol Officer	<b>Job Category:</b>	Law Enforcement
<b>Department/Group:</b>	Police Department	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Shoshoni	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	\$47,840 - \$61,277 yearly	<b>Position Type:</b>	Full time/Part-Time
<b>HR Contact:</b>	Town Clerk	<b>Date Posted:</b>	N/A
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	N/A
<b>External Posting URL:</b>	N/A		
<b>Internal Posting URL:</b>	Internal		

**Applications Accepted By:**

**FAX OR EMAIL:**

Shoshoni@townofshoshoni.org  
 Subject Line: Police Officer

**MAIL:**

Shoshoni Police Department  
 Town of Shoshoni  
 PO BOX 267  
 Shoshoni, WY 82649

**Job Description**

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 town police department. Performs day-to-day quality assurance in serving and protecting the citizens of Shoshoni.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or Patrol Sergeant

ESSENTIAL FUNCTIONS

**Patrol/Traffic:** Patrols town to prevent and suppress crime and enforce state laws and town 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; secures crime scenes for evidence; investigates reported criminal activity 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 violations and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports, as necessary.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, 480 hours of specialized training provided through P.O.S.T., college or special workshops and seminars.

2. Essential Knowledge, Skills, and Abilities:

Considerable knowledge of Shoshoni and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and town 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 town 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 police officer within one (1) year of employment 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, 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.

Reviewed By:	Name	Date:	Date
Approved By:	Governing Body	Date:	06/27/2023
Last Updated By:	Name	Date/Time:	Date/Time