

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: POLICE OFFICER

Reports To: Designated Supervisor

UW Job Code: 7238

UW Job Family: 71 - Service/Maintenance/Security Supervision

SOC Code: 33-3051

FLSA: Non-exempt

Pay Grade: 20

Date: 7-2-00 (revised 7-1-02; 4-4-03; 7-1-04; 7-1-06; 7-1-08; 11-2-18)

JOB PURPOSE:

Provide quality law enforcement services through protection of life and property; preservation of the peace; crime prevention; and enforcement of all laws, ordinances, and university regulations in a fair and impartial manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to emergency and non-emergency calls in a prompt, professional manner. Types of calls include fire, medical, crime reports, disturbances, requests for transport, crimes in progress, as well as burglar, fire, and panic alarms. Provide emergency first aid as needed.
- Perform preventative patrol and proactively engage with the University community in the course of daily patrol. Patrol may be in the form of vehicular, bicycle, or on foot.
- Utilize community-oriented policing techniques to prevent crime and enhance the quality of life on campus.
- Make physical arrests, process arrestees and initiate criminal prosecution. Issue citations and prepare criminal complaints.
- Maintain current training and use of technological applications in photography, evidence collection, and surveillance.
- Facilitate the movement of vehicular and pedestrian traffic on University property and enforce traffic and parking violations.
- Staff special event assignments, including athletic competitions and other campus activities and events. Maintain crowd control and provide instructions and directions to event attendees and staff.
- Act as an information resource for visitors and community members; keep abreast of departmental and university activities.

- Employ effective community service-oriented techniques, ensuring positive and professional interactions are maintained with University community members. Routinely interact with residence assistants (RA) and other University faculty, staff, and students during normal patrol; share crime prevention information and valuable safety and security techniques.
- Prepare well-written reports through electronic CAD Systems and field notes of investigations and patrol activities.
- Participate in annual legal updates as dictated through local, state, and federal law.
- Perform other duties and assist with special projects as assigned.

COMPETENCIES:

- Analysis/Problem Identification
- Consistency
- Influence
- Integrity
- Sensitivity
- Service Orientation
- Stress Tolerance
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: Associate's degree (or successful completion of 60 college credit hours) or current Wyoming peace officer certification required.

Experience: None

Required licensure, certification, registration or other requirements:

- 21 years of age and a United States Citizen. Current certified Peace Officers or be on the current registry of applicants after having successfully completed testing administered by the Peace Officers Standards and Training Commission.
- Applicants are subject to a thorough background and reference investigation, must pass medical, physical fitness, psychological, and oral board examinations.
- Police Officers at the University of Wyoming must maintain physical fitness standards as determined by the Chief of Police in order to perform maximum physical effort when required.
- Valid Wyoming driver's license is required.
- Non-certified applicants must successfully complete a program of initial training at the Wyoming Law Enforcement Academy within one year of employment and be certified as a Basic Peace Officer.
- Must achieve Advanced Peace Officer certification within two years of employment with the department, and must achieve Professional Peace Officer certification within three years of employment.
- Professional Peace Officer certification must be maintained throughout the officer's continued employment by completing 40 hours every two years of continuing education credits approved by the Wyoming Peace Officers Standards and Training Commission.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Methods in determining when reasonable suspicion exists to detain, probable cause to search and arrest, and use force when required.
- Exercise judgment in assisting with determination of reasonable suspicion to detain, probable cause to search and arrest, and use force as governed by state statute.
- Quickly enter and exit a vehicle; lift and drag heavy objects; climb or pull oneself over obstacles; crawl in confined spaces and balance on uneven or narrow surfaces.
- Endure verbal and mental abuse when confronted with hostile views, opinions, and antagonistic environments.
- Read and comprehend legal and non-legal documents sufficient to assist in preparation of citations, affidavits, warrants, and investigative reports as directed by supervisor.
- Work cooperatively, courteously, but firmly, with all segments of the population.
- Evaluate a situation and make decisions as to appropriate action under pressure in accordance with rules, regulations, and policies.
- Observe and monitor people's behavior or objects to determine compliance with laws, codes and regulations, and accurately recollect details.
- Demonstrate physical fitness by meeting physical fitness standards as determined by Chief of Police.
- Communicate effectively by phone, police radio system, or in-person in a group or one-on-one setting.
- Learn, understand, make inferences, interpret, and enforce federal, state, and city laws, codes and regulations.
- Use and properly care for firearms and related police emergency equipment.
- Perform searches involving feeling to detect objects and walking for long periods of time.
- Must maintain level of physical fitness to perform maximum physical effort when required to apprehend suspects, provide medical aid.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in completing accident and criminal investigations.
- Demonstrated attention to detail through diligence and maintaining a high standard for a finished work product.
- Ability to write clear and comprehensive reports free from grammatical errors.
- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Knowledge of Campus, City, and County geography and structures.
- Ability to provide legal depositions and testimony.
- Knowledge of organizational structure, workflow, policies, and operating procedures.
- Skill in providing protection services to individuals on campus.
- Ability to gather and organize legal evidence.
- Skill in interacting and resolving a variety of sensitive situations.

WORKING CONDITIONS:

Law enforcement vehicle and patrolling in/outdoor environments; regularly exposed to hazards associated with law enforcement; will be assigned to work varying shifts and work schedules.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.