



**City of Kemmerer, Wyoming
Job Description**

Position Title: Detective Sergeant	Effective Date: 7/01/2026
Department: Police Department	FLSA Category: Non-exempt
Pay Grade/Range: 10 / \$32.80 to \$35.91/hr.	Level: Mid-Level Management

The essential competencies for this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

POSITION SUMMARY: Supervise Police Officers, and maintain compliance with state, local, and federal laws through high visibility enforcement and public education. Protect lives and property through call responses and patrols. Works directly under the Chief of Police. Assist the Chief of Police with administrative tasks.

ESSENTIAL TASKS OF THE JOB:

- Transfer of Command by seamlessly assisting Kemmerer Patrol Officers with cases that require in-depth follow-up investigations under the direction of the Chief of Police, Patrol Sergeant, or the detective/s themselves.
- Conduct background investigations for Police Department in-house applicants or other agencies and entities under the direction of the Police Chief.
- Have a willingness and understanding to work outside of normal scheduled hours to perform job functions.
- Conduct regular patrol duties when not working on active investigations or administrative duties.
- Conduct criminal investigations.
- Conduct crime scene investigations to gather, preserve, identify, and evaluate physical evidence.
- Attend autopsies to collect information.
- Process and collect fingerprints.
- Interview suspects and witnesses; arrest persons suspected of crimes
- Supervise Police Officers; provide input on selection; evaluate performance; provide feedback and guidance; recommend commendation and corrective action and discipline; train officers in a variety of police work techniques and disciplines.
- Assist in scheduling Police Officers for work and trainings, ensuring adequate staffing for policing demands and public relations.
- Maintain a list of officers and their respective equipment and vehicle maintenance.

- Enforce state, local, and federal laws; prepare criminal case reports and affidavits; gather information and evidence; answer calls for service; enforce all city ordinances and state statutes.
- Assist with internal investigations.
- Write complete and concise reports and affidavits; ensure officers do the same in an accurate, timely, and concise manner.
- Prepare and testify in court.
- Assist the Patrol Sergeant as needed.
- Complete NIBRS reports on a monthly basis.
- Have a complete and working understanding of all computer programs to include but not limited to eForce RMS, CAD, Google Drive, Acadis, Wyoming DCI Beast, WLEA, Caselle Timesheets etc....
- Assist with report approval and rejections.
- Act as a liaison between upper management and employees.
- Relate to and work efficiently with people of diverse cultural, economic and ethnic backgrounds.
- Assist other agencies as needed, to include but not limited to Kemmerer EMS; South Lincoln Fire, Lincoln County Sheriff's Office, Wyoming DCI, FBI, Wyoming Highway Patrol, Diamondville Police Department, Wyoming Game and Fish, Bureau of Land Management, Turning Point, Wyoming Department of Family Services, and various other state and federal agencies.
- Approve and input timesheets.
- Take emergency calls when scheduled.
- Perform other investigatory and administrative duties as assigned.

SUPERVISION RECEIVED:

Receives job functions and duties from the Chief of Police.

SUPERVISION GIVEN:

Supervise officers and administrative functions.

WORKING CONDITIONS/ENVIRONMENT: (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.)

- May be exposed to dangerous machinery, hazardous chemicals, potential physical harm, extreme weather conditions and infectious diseases.
- While performing the duties of this job the employee may work with and around others.
- Work in an environment where crime and emergency situations exist.
- The employee frequently works indoors and outdoors.
- The employee may work extended days/hours and varying shifts.
- The noise level in the work environment is usually moderate.
- Travels daily to various locations throughout the City.
- May be required to work outside the traditional work schedule.
- May need to endure extreme temperatures (-30 degrees F to +100 F); work in extreme weather conditions and sometimes alone.

PHYSICAL AND MENTAL CONDITIONS: (The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job.)

- Must be physically able to perform all duties of a police officer (arrest, custody control, etc.).
- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- While performing the duties of this job the employee is constantly required to stand, walk, talk, hear, taste, smell and read. The employee is frequently required to reach with hands and arms, use hands to finger, handle and feel items, stoop, kneel, crouch, or crawl and climb up and down stairs. Frequently the employee must sit, climb, or balance, write and drive a vehicle.
- Must be able to move frequently through the workday.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must demonstrate emotional stability.
- While performing the duties of this job, the employee constantly has flexibility. The employee frequently has routine workflow and attentiveness duration and attentiveness intensity. The employee frequently works with time constraints. Guidance and reinforcement are constantly involved in social interactions which constantly require oral and written communication.
- Memory, reasoning and judgement are constantly used/required on the job. Problem solving is frequently used/required on the job. Estimating is occasionally used/required on the job. Mathematics is infrequently used/required on the job.
- Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

A. EDUCATION/TRAINING

1. Candidate must be a certified Field Training Officer or have the ability to be certified.
2. Candidate must be a Wyoming POST-certified Professional Peace Officer.
3. Candidate must be proficient in SFST training or have the ability to become proficient.
4. Candidate must have proficient computer skills and a strong working knowledge in all police computer programs.
- 5.

B. WORK EXPERIENCE

1. Candidate must have a minimum of 5 years working of Peace Officer experience with this department or an equivalent agency.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

1. Knowledge of city infrastructure and streets.
2. Oral Comprehension – Ability to understand verbal information and ideas.
3. Oral Expression – Ability to verbally communicate information and ideas.
4. Written Comprehension – Ability to read and understand information presented in writing.

5. Written Expression – Ability to communicate information and ideas in writing.
6. Decision Making – Ability to make immediate decisions affecting the safety and well being of the public and other law enforcement officers and agencies using extensive judgment and discretion.
7. Oral Comprehension – Ability to understand verbal information and ideas.
8. Leadership – Ability to influence the behavior of employees supervised to achieve goals of the police department by applying trusted leadership skills.
9. Motivation – Ability to motivate people to achieve departmental goals and objectives.
10. Human Resources – The ability to relate with employees, the general public and city officials in a friendly cooperative manner.
11. Ability to plan and schedule work effectively.

Incumbent Signature: Date:	Supervisor Signature: Date:
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