



**City of Kemmerer, Wyoming
Job Description**

Position Title: Police Officer	Effective Date: 07/1/2026
Department: Police Department	FLSA Category: Non-exempt
Pay Grade/Range: 9 / \$29.63 to \$32.46 hr.	Level: Patrol

Essential competencies of 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:

Maintain compliance with state, local and federal laws through high visibility enforcement and public education. Protect lives and property through call response and patrols.

ESSENTIAL TASKS OF THE JOB:

- 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.
- Write complete and concise reports and affidavits; ensure officers do the same in an accurate, timely and concise manner.
- Prepare and testify in court.
- 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.
- Perform other patrol functions as assigned.

SUPERVISION RECEIVED:

Receives job functions and duties from Sergeants and the Chief of Police.

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.

QUALIFICATION REQUIREMENTS

1. Possess a current Wyoming Driver License or have the ability to do so upon job offer.
2. Must have the ability to become a Wyoming POST certified Peace Officer.
3. Must have a basic set of computer skills.

4. Must be 21 years of age.
5. Must possess a High School Diploma or GED.
6. Must pass a physical fitness test.
7. Must pass a psychological exam and background check.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

1. Oral Comprehension – Ability to understand verbal information and ideas.
2. Oral Expression – Ability to verbally communicate information and ideas.
3. Written Comprehension – Ability to read and understand information presented in writing.
4. Written Expression – Ability to communicate information and ideas in writing.
5. 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.
6. Oral Comprehension – Ability to understand verbal information and ideas.
7. Human Resources – The ability to relate with employees, the general public and city officials in a friendly cooperative manner.

<p>Incumbent Signature:</p> <p>Date:</p>	<p>Supervisor Signature:</p> <p>Date:</p>
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