



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Deputy Sheriff - Patrol

FLSA: Non-Exempt

DEPARTMENT: Sheriff

REVISED:

Summary: Protects lives and property, and preserves the peace in Laramie County through the patrolling of assigned areas, impartial enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and responding to calls for assistance.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Patrols assigned areas, looking for illegal, hazardous and suspicious activities and persons; provides back-up assistance, scene security and protection for regional emergency services personnel.
- Enforces local, state and Federal laws, and enforces compliance with regulations and ordinances.
- Responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases; secures and documents crime scene and property; identifies and collects evidence.
- Arrests law violators; locates, pursues and arrests criminal suspects; transports and processes prisoners; testifies in court; serves arrest and search warrants; serves and enforces orders of protection.
- Conducts traffic stops and investigates traffic accidents; assists victims and witnesses, and investigates incidents as required.
- Represents the Sheriff's Department at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Completes detailed reports and required technical paperwork.
- Identifies, attends and conducts training and educational programs and seminars.
- Maintains patrol vehicles and equipment in clean and effective operating order.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Participates in and presents preventive education and information through community and school awareness projects; informs residents on law enforcement activities, programs and resources.
- May serve special assignment as detective, forensics specialist, instructor, negotiator, SWAT specialist, or special skills trainer; may be assigned to special enforcement, intervention and investigative teams, or to specific enforcement region.
- As assigned, serves civil and criminal process documents, warrants, restraining orders and subpoenas; manages process for foreclosures, property seizures, evictions and abandoned vehicles.
- Performs search and surveillance duties as required; performs follow-up investigations as assigned.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of Sheriff's Department policies and procedures, rules of evidence, pursuit and search techniques and procedures, and criminal and traffic codes.
- Knowledge of county, state and Federal laws, regulations, statutes and ordinances.
- Knowledge of the criminal justice and court systems, procedures and protocols in Wyoming.
- Knowledge of investigative and interrogative procedures, and protocols for observation and memorization of critical details.
- Knowledge of modern law enforcement principles, practices, methods, techniques and equipment.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Knowledge of the geography, roads, and landmarks of Laramie County.

- Skill in the care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
- Skill in operating motor vehicles and special equipment during emergency, high risk situations.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Minimum Qualifications:

High School Diploma or GED equivalent; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards.