



CITY OF LANDER
CITY COUNCIL WORK SESSION MEETING IMMEDIATELY
FOLLOWING REGULAR MEETING

Tuesday, September 24, 2024 at 6:30 PM
City Council Chambers, 240 Lincoln Street

AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/85066225817?pwd=lqe5wG9caMuvHFPgJaulCxbJ8HuWtq.1>

Meeting ID: 850 6622 5817

Passcode: 227281

1. NEW BUSINESS (NON-ACTION ITEMS)

- A. Housing Authority update concerning the Table Mountain Living project.
- B. Discussion concerning the creation of a Corporal position and job description within the existing staffing numbers.
- C. Lander Community and Convention Center grounds contract discussion.

2. ADJOURNMENT

Upcoming Council Meetings:

Regular Meetings:

6:00 PM Tuesday, October 8, 2024, City Council Chambers

6:00 PM Tuesday, November 12, 2024, City Council Chambers

Work Sessions:

6:00 PM Tuesday, October 22, 2024, City Council Chambers

6:00 PM Tuesday, November 26, 2024, City Council Chambers

All meetings are subject to cancellation or change.

City of Lander

Job Description



Title: Police Corporal	Grade: 8
Department: Police Department	Effective Date: 9/2024
Division: Patrol FSLA- NONEXEMPT	Last Revised: 9/2024

GENERAL PURPOSE

This position provides supervisory direction for police officers, assists training officers, and performs a variety of law enforcement-related functions associated with the operations of a shift, division, or assignment. Assists the Patrol Sergeant with a variety of leadership, management, and supervisory functions for assigned shifts.

SUPERVISION RECEIVED

Works under the supervision of the Patrol Sergeant.

SUPERVISION EXERCISED

Provides direct supervision to Police Officers I, II, and III. The Corporal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

ESSENTIAL FUNCTIONS

- Assures the integration and application of and compliance with the Core Values of the City of Lander and the Law Enforcement Code of Ethics.
- Responds to calls for service; investigates crimes; conducts patrols; provides on-scene supervision for officers.
- Produces case reports; manages internal records.
- Approves shift case reports; handles complaints from citizens; provides assistance and assigns tasks to other officers.
- Responds to citizen complaints.
- Trains, assigns, supervises, and evaluates personnel.
- Completes a variety of administrative tasks, including scheduling, timecard maintenance, and the preparation of reports and memoranda.
- Provides first responder first-aid.

- Interviews witnesses and interrogates suspects.
- Performs the duties of Field Training Officer as assigned; completes daily and weekly training evaluations.
- Performs related duties.

CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- **Judgment:** Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- **Planning & Organization:** Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- **Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

MINIMUM QUALIFICATIONS

- A high school diploma or GED **AND** three (5) years of relevant police, law enforcement or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Possession of a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Officer Standards and Training Certification for the State of Wyoming at the level of Advanced Peace Officer.
- Successful completion of the trial period.

ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant federal and state laws and local ordinances.
- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of criminal procedures, use of force standards, proper patrol techniques, emergency vehicle operation, and firearm safety.
- Knowledge of interview and interrogation techniques.
- Knowledge of the principles of evidence handling.
- Knowledge of city and department policies and procedures.
- Knowledge of management and supervisory principles and techniques.
- Knowledge of employee evaluation guidelines.
- Knowledge of the criminal justice system.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the supervision of personnel.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Skill in the use of computers and job-related software programs.

WORK ENVIRONMENT:

- The work consists of varied supervisory and technical law enforcement duties. The potential for life-threatening situations contributes to the complexity of the work.

- The work is typically performed while intermittently sitting, standing, walking, running, stooping, bending, or crouching. The employee must be able to restrain persons, lift objects of varying weights, and distinguish between shades of color. The employee must possess manual dexterity.
- The work is typically performed indoors, traveling in a vehicle, and outside, where the employee may be exposed to heat, cold, or inclement weather. The employee may be exposed to infectious or contagious diseases and life-threatening situations.

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following may be considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test.

Random, reasonable suspicion and post-accident drug and alcohol testing are administered to City employees in accordance with the law, Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee manual, safety policies and procedures, and departmental policies and procedures.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not

intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The City of Lander reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice, to the extent allowed by law. This job description supersedes earlier versions.

Employee's Name (Printed)

Employee's Signature

Date

DRAFT

APPA GROUNDS STANDARDS

LEVEL 1. State-of-the-art maintenance applied to a high-quality diverse landscape. Associated with high-traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.

TURF CARE. Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required but not less than four times per year. Reseeding or sodding as needed. Weed control to

be practiced so that no more than 1 percent of the surface has weeds present.

FERTILIZER. Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may *modify* the chart slightly.

IRRIGATION. Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

LITTER CONTROL. Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.

PRUNING. Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor-i.e., clipped vs. natural-style hedges. Timing scheduled to coincide with low demand periods or to take advantage of special growing characteristics.

DISEASE AND INSECT CONTROL. At this maintenance level, the controlling objective is to avoid public awareness of any problems. It is anticipated at Level 1 that problems will either be prevented or observed at a very early stage and corrected immediately.

SNOW REMOVAL. Snow removal starts the same day that accumulations of .5 inch are present. At no time will now be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.

SURFACES. Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.

REPAIRS. Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive.

INSPECTIONS. A staff member should conduct inspection daily.

FLORAL PLANTINGS. Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weeded free.

LEVEL 2 High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.

TURF CARE. Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.

FERTILIZER. Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.

IRRIGATION. Sprinkler irrigated--electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

LITTER CONTROL. Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.

PRUNING. Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.

DISEASE AND INSECT CONTROL. Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

SNOW REMOVAL. Snow removed by noon the day following snowfall. Gravel or

snowmelt may be used to reduce ice accumulation.

SURFACES. Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.

REPAIRS. Should be done whenever safety, function, or appearance is in question. INSPECTIONS. Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.

FLORAL PLANTINGS. Normally, no more complex than two rotations of bloom per

year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

LEVEL 3. *Moderate-level maintenance. Associated with locations that have Moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.*

TURF CARE. Grass cut once every ten working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or resodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.

FERTILIZER. Applied only when turf vigor seems to be low. Low-level application done once per year. Rate suggested is one-half the level recommended.

IRRIGATION. Dependent on climate. Locations that receive more than 25 inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual servicing is required, the norm would be two to three times per week.

LITTER CONTROL. Minimum service of two to three times per week. High use may dictate higher levels during the warm season.

PRUNING. When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.

DISEASE AND INSECT CONTROL. Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Cleaned on a complaint basis. Repaired or replaced as budget allows. REPAIRS. Should be done whenever safety or function is in question. INSPECTIONS. Inspections are conducted once per week.

FLORAL PLANTINGS. Only perennials or flowering trees or shrubs.

LEVEL 4. *Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.*

TURF CARE. Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized.

IRRIGATION. No irrigation.

LITTER CONTROL. Once per week or less. Complaints may increase level above one servicing.

PRUNING. No regular trimming. Safety or damage from weather may dictate actual work schedule.

DISEASE AND INSECT CONTROL. None except where the problem is epidemic and the epidemic condition threatens resources or the public.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Replaced or repaired when safety is a concern and when budget is available.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.

LEVEL 5. *Minimum-level maintenance. Associated with locations that have severe budget restrictions.*

TURF CARE. Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized. IRRIGATION. No irrigation. LITTER CONTROL. On demand or complaint basis.

PRUNING. No pruning unless safety is involved. DISEASE AND INSECT CONTROL. No control except in epidemic or safety situations. SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Serviced only when safety is a consideration.

REPAIRS. Should be done whenever safety or function is in question. INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.