



Sheridan Police Department  
Policies and Procedures  
8.1 Replaces 103.1  
Chapter 8 – Employee Conduct  
Section 1 – Duty Requirements

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Signature:

Police department employees are required and trusted to perform their duties efficiently and professionally.

### 8.1.1 Employee Responsibilities

- A. General responsibilities of an employee include:
1. Maintain good physical condition sufficient to safely and properly perform essential duties of their position.
  2. Perform his/her respective duties without physical, emotional, and/or mental constraints.
  3. During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
  4. The proper execution of assigned duties;
  5. Maintenance of proper public relations;
  6. Adherence to rules, regulations, procedures and department policy;
  7. Obedience to the laws of the United States and the State of Wyoming, ordinances of the City of Sheridan, and lawful orders of the court;
  8. Enforcement of rules, regulations, procedures and orders among subordinates;
  9. Reporting promptly through channels unusual developments that may affect public or official relationships.
- B. General responsibilities of an officer include:
1. Maintaining peace and public order by preventing crime, investigating criminal activity, promoting traffic safety, and building community relations
  2. Officers are required to discharge their duties in a firm and competent manner, and they shall act together to assist and protect each other in the maintenance of law and order;
  3. Officers are required to proactively initiate appropriate police action when necessary.
  4. Officers have the duty and obligation to intervene to prevent or stop the known and apparent use of excessive force by another officer when it is objectively reasonable to do so. Officers who intervene in the known and apparent use of excessive force by another officer shall immediately report the incident to the on duty supervisor.
- C. Notwithstanding the assignment of specific duties and responsibilities to employees, all personnel shall perform such duties as may be required of them by competent authority.

### 8.1.2 Duty Requirements

- A. It shall be the duty of every employee of this department to conform to and abide by all rules, regulations, and procedures, and render their service to the City of Sheridan with enthusiasm, courage, and loyalty.
- B. Employees on duty shall devote their time and energies to the duties and responsibilities of the rank, grade, or position to which they are assigned as specified by department orders and instruction from supervisors.
- C. Employees of the department shall inquire as to their duties only from a commanding or supervisory officer. They shall not ask advice on official department policy from persons who are not members of the police department.
- D. In carrying out the functions of the department, employees shall direct and coordinate their efforts in such a manner as to establish and maintain a high spirit of cooperation within the department and with other law enforcement agencies and associated agencies.
- E. Sheridan Police Department employees shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by:
  - 1. A lack of knowledge of department policies, procedures, rules or orders;
  - 2. An unwillingness or inability to perform assigned tasks;
  - 3. The failure to conform to work standards established for the employee's rank or position;
  - 4. Absence without approval;
  - 5. Unsatisfactory evaluations; or
  - 6. A written record of repeated infractions of rules, regulations, directives or orders of the department.
- F. Unsatisfactory officer performance may be demonstrated by:
  - 1. The failure to take appropriate action on an occasion of a crime, disorder, or other condition deserving law enforcement attention; or
  - 2. Failure to aid and protect a fellow officer in time of danger or under circumstances where danger might reasonably be anticipated, except when actually incapacitated.
  - 3. Failure to use unallocated time to further department objectives
- G. Any employee of the department who shall display reluctance to properly perform officially assigned duties or whose actions bring discredit upon himself or herself or the department, or who fails to assume responsibility or exercise diligence, intelligence, and interest in the pursuit of his or her duties, may be subject to corrective or disciplinary action up to and including termination.
- H. Before going on duty officers shall become fully acquainted with the official information on file for that purpose; such as description of wanted persons, stolen cars and stolen property or any other information that will further the officer's ability to perform his or her duties. Shift briefings shall cover activities primarily for the preceding 24-hour period. Officers returning from extra days off shall use resources to become abreast of relevant activities having occurred during their absence.
- I. Officers of the department, while being vigorous and unrelenting in the enforcement of the law, must maintain an impartial attitude toward complainants and violators. Violations of statutes are crimes against the people and not the officer.

- J. Employees shall not loaf, idle, or sleep while on duty. If an employee is unable to stay awake and alert, he or she shall report to his or her supervisor who shall determine the proper course of action. Sleeping on duty is considered a serious infraction.
- K. Officers off duty shall perform necessary police services in the City of Sheridan whenever they are aware of a serious criminal offense or a present threat to life. Officers should not take action in the neighborhood in which they live, within off duty social groups or within family, unless it is life threatening or another officer is not available.
- L. It shall be the duty of every officer to be on the alert to assist lost or helpless persons.
- M. Officers shall respond without delay to all calls for police assistance from citizens or other officers. While emergency calls take precedence, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicular driving laws and in accordance with department policies governing response to calls.
- N. Employees shall give their names, badge/radio number, and/or display their department photo identification to any person requesting it, unless such action is likely to jeopardize the successful completion of a police assignment.
- O. Employees shall supply the proper information carefully, courteously, and accurately to persons requesting it. If necessary, they shall direct such persons to the nearest location where the information may be obtained.
- P. It shall be the duty of every employee to properly report, in writing, any information given him or her in good faith by a citizen regarding matters which indicate the need for police action by this or any other law enforcement agency.
- Q. The department shall have every employee's correct name, address, and telephone number and shall be advised of any change in marital status or dependents, and whom to notify in case of an emergency. It shall be the duty and responsibility of the employee to see that this requirement is fulfilled. This information will be on file in the office of the chief of police and will not be disseminated outside the department without permission of the chief of police. .