



## Town of Kremmling

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### JOB POSTING

Kremmling is located in beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

**Job Title:** Police Officer / Patrol Officer

**Keywords:** Police Officer Patrol Officer Law Enforcement

**Reports To:** Police Chief

**FSLA:** Non-Exempt (Full Time )

**Hourly Range:** \$23.99 - \$31.25

#### Benefits

Full-time non-exempt employees are eligible for benefits. Benefits include health insurance, dental, vision, MASA, paid holidays and paid time off.

#### Summary

The Kremmling Police Department is looking to fill the position of Police Officer. The person who occupies this position will be an integral part of a positive community partnership and the delivery of professional law enforcement services. Colorado POST Certification is required.

Integrity, compassion, and a dedication to service are essential values to work with the KPD Team. We strive to provide exceptional public service and meaningful community relationships while meeting our mission. Police officers often work with, and provide support to, our regional public safety partners.

The Town of Kremmling offers an excellent benefits package that supports quality work life balance including health and dental insurance, retirement and paid leave. Starting pay range \$23.99/hr - \$31.25/hr DOQ.

Ideal opportunity for an individual with some experience looking to relocate and live the mountain lifestyle in a real community without the high living costs of policing in a resort. Recent academy graduates are also encouraged to apply. KPD values the energy and innovation of new officers.

#### MINIMUM QUALIFICATIONS

- ✓ A good driving record and ability to operate a motor vehicle under adverse conditions
- ✓ Aptitude for police and investigative work
- ✓ Strong communication skills
- ✓ Dedication to public safety
- ✓ High degree of integrity
- ✓ Emotional stability and ability to deal successfully with stress

General:

- A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (C) No felony convictions and disqualifying criminal histories;
- (D) Applicants must be currently certifiable by the State of Colorado Peace Officer Standards and Training Board

**PROCESS**

All supplemental questions must be answered for your application to be considered. Our hiring process is selective and we are proud of the high level of professionalism and quality of team members we hire.

To join our team, you must be available for our hiring process, which includes the following:

- Written Exam
- Physical Fitness Test
- Oral Interviews

If successful, the next steps are:

Job Suitability Evaluation

Background Investigation Chief's Interview This position is open until all positions are filled. An eligibility list may be created from this process.

To be employed by the Kremmling Police Department the candidate must satisfactorily complete a criminal background check, psychological exam, and polygraph exam prior to commencing employment. A complete job description is available upon application.

To apply: send the Town of Kremmling police employment application, resume, and cover letter to P.O. Box 538, Kremmling, CO 80459, or by email to [dstoltman@townofkremmling.org](mailto:dstoltman@townofkremmling.org). Application packets may also be hand-delivered to 200 Eagle Ave. Kremmling, CO 80459. This position is open until filled. To view the full job description and for other information please visit us at <http://www.townofkremmling.org/kpd.html> 1

## **JOB DESCRIPTION**

**Job Title:** Police Officer / Patrol Officer

**Keywords:** Police Officer Patrol Officer Law Enforcement

**Reports To:** Police Chief

**FSLA:** Non-Exempt (Full Time )

**Hourly Range:** \$23.99 - \$31.25

### **GENERAL PURPOSE**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

### **SUPERVISION RECEIVED**

Works under the general supervision of a Police Chief, Officer in Charge (OIC), or Field Training Officer (FTO)

### **SUPERVISION EXERCISED**

May work in a supervisory capacity in the role of a Field Training Officer, or designated as the Officer in Charge in the event there is no Supervision on a scheduled shift, which would require the Officer in Charge to exercise supervision of two to four officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio, telephone, or computer terminal for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances; Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, interviews witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles.

Takes measurements and draws diagrams of scene. 2

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.

Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, Criminal Offense reports, field interview reports, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

Participates in investigating criminal law violations occurring within the Town limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other Town departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Town Manager, Town Attorney, Court

Administrator, District Attorney, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

## **PERIPHERAL DUTIES**

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other Town officials in the performance of police operating activities.

## **DESIRED MINIMUM QUALIFICATIONS**

Entry Level

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (C) No felony convictions and disqualifying criminal histories within the past seven years;
- (D) Must be able to read and write the English language;
- (E) Must be a Certified Peace Officer and/or eligible for Colorado POST

Education and Experience:

- (A) High school diploma or equivalent, supplemented by a two-year community college degree or vocational school training
- (B) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Interest and aptitude for solving problems, communicating during crisis situations and high level of emotional intelligence.
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions;

Ability to meet the special requirements listed below; Ability to learn the Town's geography.

## **SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid Colorado State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; psychological examination; Chief's interview; final selection.

## **TOOLS AND EQUIPMENT USED**

Computer, video systems, recording equipment, various software applications, smart phone, portable tablet, emergency radio, emergency and routine vehicle operation, defensive tactical equipment, firearms, other weapons as required, handcuffs, restraints, breathalyzer, traffic control devices, fire suppression equipment, crime scene evidence collection equipment, and first responder equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell; and ability to distinguish colors. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

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.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility.

It should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

**To Apply:** Email **resume and application** to [manager@townofkremmling.org](mailto:manager@townofkremmling.org). Applicants will be reviewed as resumes are received. This posting can close at any time and is open until filled.