

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: \$35.00 - \$45.12 (Hiring Range \$35.00 - \$40.32)

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 (48/96) 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 and manages difficult and emergency situations without assistance.
- Maintains availability by radio, telephone, or computer terminal for consultation on major emergencies or precedent.
- Performs 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, controls vehicular traffic to 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, misuse of drugs, etc. Takes appropriate law enforcement action as necessary.
- 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 scenes.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scenes 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 evidence, and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related 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, speak, 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 elevated 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 specific 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; polygraph examination; 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 one hundred 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.

Work schedule includes rotating shifts, including nights and weekends.

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 several 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, creed, color, age 40 or older, sex, or national origin, ancestry, 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. Applicants will be reviewed as resumes are received. This post can close at any time and is open until filled.