



Town of Basalt Police Department

100 Elk Run Drive, Suite 115

Basalt, CO 81621

(970) 927-4316

Applicant,

Thank you for your interest in becoming a Sergeant for the Town of Basalt Police Department. The Basalt Police Department is committed to providing the highest level of professional service to our community while fostering collaborative working relationships with our residents, businesses and visitors of Basalt. The utilization of proactive community policing problem solving strategies is required of each employee.

We are seeking an individual who enjoys working in a community oriented Team environment. Our Sergeants are responsible for the direct supervision and career development of our Police Officers. We offer an excellent benefits package that includes competitive pay, full college tuition reimbursement, a pension program, fully supplied uniforms and equipment, wellness benefit, excellent health and dental insurance and an assigned take home car program just to name a few benefits. We receive outstanding community support from our residents and elected officials.

Attached to this letter is the job description for our Sergeant position along with application instructions. If you meet the requirements and would like to be part of our outstanding team, please complete the attached application and forward it with all required supporting documents to the above address.

If we can answer questions or provide additional information please do not hesitate to contact us. Your point of contact for this hiring process is Lieutenant Aaron Munch. Lieutenant Munch can be reached at the phone number listed above or by email at aaron.munch@basaltpolice.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Knott".

Greg Knott
Chief of Police

**TOWN OF BASALT
JOB DESCRIPTION**

POSITION NAME: Police Sergeant

DEPARTMENT: Police Department

FLSA STATUS: Non-Exempt

Date Prepared: June 8, 2022

Previous Revisions: April 3, 2018
June 1, 2013

POSITION SUMMARY:

Assists the Chief of Police and Lieutenant in the administration of the Police Department to assure public peace and order while promoting a sense of security to residents and guests of the Town of Basalt.

The Police Sergeant will be responsible for providing first line supervision of subordinate Police Officer and Community Resource Officer personnel. This position is a staff level position responsible to the Lieutenant. The position may temporarily fill the position of Lieutenant in their extended absence and only by authorization of the Chief of Police or Town Manager. The position derives its authority through and from the Chief of Police and speaks as the representative of the Basalt Police Department in his/her actions and conduct. The position therefore requires the incumbent set the example for all subordinates in the organization.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Specific examples of duties may include, but are not limited to the following:

1. Provides immediate on-scene supervision at crimes, emergencies, special events, or accidents to oversee police operations and offer command decisions when necessary.
2. Creates a learning environment by instructing, guiding, and empowering less experienced officers in the investigation of crimes and community issues. The Police Sergeant will have primary responsibility in the investigation of more difficult and complex cases.
3. Maintains a liaison between subordinates and the administration, keeping in mind the mission and vision of the Police Department and the goals and objectives as established by the Chief of Police.
4. Instills a positive attitude and work ethic among subordinates and create an atmosphere of fairness to the public and the officers.
5. Reviews reports, records, and cases submitted by subordinates to insure accuracy, completeness, and thoroughness.
6. Assigns work to subordinate personnel to include: patrol assignments, case assignments, equipment, training, special projects, enforcement details, and operational objectives. Manpower and staffing needs must be taken into consideration when making assignments.
7. Assists the Lieutenant in identifying high crime and high accident locations and assigns subordinates to proactive patrols to suppress the identified problems. Reviews and evaluates types and context of patrol activities to ensure the desired police functions are being accomplished.
8. Assists in policy development, interprets, and explains departmental policies and procedures. Insures implementation and monitors compliance relative to departmental operations.

9. Assists in the budgeting and tracking processes.
10. Identifies training needs of subordinate personnel in technical law enforcement, improved police methods, recent court rulings, and new or revised departmental policies and procedures, rules, and regulations.
11. Monitors and assists with career path progression of subordinates.
12. Performs periodic formal and continuing informal evaluation of subordinate personnel to include counseling on ways of improving individual job performance.
13. Approves or denies requests from subordinate personnel for annual leave, personal days, and special duty assignments.
14. Assigns overtime/comp-time, on-call time and/or standby time to subordinates.
15. Responsible for scheduling of officers to meet departmental staffing needs.
16. Responds to citizen complaints and requests for information relative to departmental activities and operations. Is responsible for conducting internal investigations of subordinates. Enforces all policies and procedures that effect Patrol and Community Resource Officer operations in a fair and realistic manner.
17. Establishes and reviews goals and objectives of patrol and community safety to ensure they are being met.
18. Other duties as required by the Lieutenant or Chief of Police.
19. The Police Sergeant is also responsible for all Police Officer I and Police Officer II job functions as outlined in their respective job descriptions.
20. Supervises the Evidence Custodian and is responsible for all functions involving the collection, preservation, storage, usage, and/or destruction of evidentiary items.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

Ability to comply with laws, rules and regulations. Follows orders, rules and regulations, has shown a history of compliance with municipal, state, and federal laws and statutes.

Education: High School graduate or GED Equivalent

Citizenship: US citizen or legal authorization to work in the United States.

Conviction Record: No felony convictions or convictions involving domestic violence.

OTHER SKILLS, CERTIFICATIONS, LICENSES AND TOOLS REQUIRED:

Certified or certifiable by Colorado Peace Officer Standards and Training Board.

Minimum of five years of progressive police experience and training.

Possesses a valid Colorado Driver's License.

Driving skills: Demonstrates ability to control vehicle in routine and emergency situations; complies with departmental and state driving and safety regulations; has a good driving record.

Obtain and maintain all required certifications as required by Colorado Peace Officer Standards and Training and by this department.

A minimum of five years of progressive police experience and training.

Attend CACP/CSOC Supervisor Training as soon as possible upon appointment.

Attend CSOC Command Staff Institute as soon as possible upon appointment.

DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS:

Ability to adapt to changes in working conditions (e.g. changes in patrol assignments, shift changes, shift work, different types of incidents that must be handled one right after the other, etc.), ability to work overtime as needed, ability to work week days and weekends to include day shifts, swing shifts, and graveyard shifts. Must be available and able to work all holidays as scheduling dictates.

SUPERVISION RECEIVED:

Works under the general supervision of the Lieutenant.

SUPERVISION EXERCISED:

Directly supervises Police Officers and Community Resource Officers. Responsible for direction and evaluation of subordinates. Assists in interviewing, hiring, and training of employees. Responsible for planning, assigning, and directing work; appraising performance; investigating, rewarding, and disciplining employees; addressing internal and external complaints and resolving problems.

QUALIFICATION STANDARDS:

1. **JUDGMENT.** Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (e.g. life and death) situations; evaluates alternative course of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action.
2. **OBSERVATION SKILLS:** Recognizes conditions or circumstances that indicate something might be wrong, unusual, or out of the ordinary; utilizes senses of sight and hearing to assist in recognition.
3. **LEARNING:** Comprehends new information and applies that which has been learned on the job. Understands and conceptually applies information that is provided in writing or verbally.
4. **ORAL COMMUNICATION:** Speaks in a clear, understandable manner and comprehends various types of information (e.g. accounts of past events, directions, explanations, ideas, etc.); talks effectively with persons of divergent cultural and educational backgrounds; speaks with good pronunciation, projects voice clearly; effectively uses police radio.

5. WRITTEN COMMUNICATION: Writes clearly and concisely; uses acceptable grammar, punctuation and spelling; writes reports that are well organized, complete and accurate.
6. INTERPERSONAL BEHAVIOR: Is sensitive to the feelings of others and resolves problems in ways that do not arouse antagonism; interacts and deals effectively with people from varying social and cultural backgrounds; is courteous and respectful; calms emotional people and attempts to resolve conflicts through persuasion rather than force; exercises compassion and empathy for persons in varied situations and with varied backgrounds.
7. TEAMWORK: Establishes and maintains effective working relationships with co-workers, supervisors, other law enforcement officials, and Town Departments; shares information and works cooperatively with others; complies with departmental rules and regulations; follows orders; is able to accept and receive constructive criticism in a positive manner and learn from the experience of others.
8. ASSERTIVENESS: Asserts self when necessary to exert control over others; confronts people who are behaving in a suspicious or illegal manner.
9. EMOTIONAL SELF-CONTROL: Maintain composure and performs effectively in stressful situations; refrains from overreacting when subjected to physical or verbal abuse; exercises restraint and uses the minimum amount of force necessary.
10. USE OF WEAPONS: Maintains physical strength, flexibility, and maneuverability necessary to properly utilize the approved weapons for police officers; demonstrates the ability to aim at a designated target and attain an acceptable proficiency rating; understands appropriate levels of force based on specific circumstances and chooses weapons and physical actions accordingly.
11. PHYSICAL ABILITY: Maintains physical condition and fitness; demonstrates the ability to meet the physical demands of the job.
 - a. Ability to sit in a vehicle for an extended period of time.
 - b. Ability to stand and walk for extended periods of time.
 - c. Ability to run fast enough and far enough to catch fleeing criminals.
 - d. Ability to run to safety when confronted by certain situations.
 - e. Ability to use strength and quickness to rescue endangered persons or self.
 - f. Ability to physically separate individuals that are fighting or preparing to fight.
 - g. Ability to function for extended periods with little sleep.
 - h. Ability to work varied hours and adjust sleep patterns.
 - i. Ability to withstand extreme weather conditions.
 - j. Maintains valid driver's license.
 - k. Travel may be required.
12. INITIATIVE: Ability to proceed on assignments without waiting to be told what to do; makes an effort to improve skills and keeps informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.
13. DEPENDABILITY: Ability to be reliable, thorough, punctual, accurate, assumes responsibility for share of the workload; works with minimal supervision.
14. INTEGRITY: Demonstrates history of personal and professional honesty and integrity.

15. **ACCEPTANCE OF CRITICISM:** Accepts advice and constructive criticism; demonstrated acceptance of responsibility for one's own mistakes, and ability to learn from past mistakes.
16. **PROBLEM-SOLVING:** Analyzes problems, develops options and develops pro-active plans within the department and in partnership with the community.

DIFFICULTY OF WORK:

Incumbents must deal with a variety of changing situations and deal with a variety of individuals under possibly threatening and stressful conditions. The incumbent must determine proper and legal courses of action and solve practical problems using skills and techniques of police science. Must be able to follow general and broad department procedures and work within a framework of ordinances, statutes, laws, and court decisions. The nature of the work precludes the application of specific guidelines and set precedents. The incumbent is required to use individual judgment with wide latitude in decision making processes.

RESPONSIBILITY:

The incumbent receives guidance in the form of departmental policies and supervisory reviews of work accomplishments by the Lieutenant. The incumbent's actions and decisions, applied in critical and stressful situations, may affect the safety and lives of the incumbent, co-worker, suspects of illegal activities, the citizens of Basalt and employees requiring assistance or counseling. Errors in judgment or action could affect citizen and personnel acceptance of the Police Department and/or financial and legal consequences. Decisions made by incumbents may have serious and far reaching effects on individuals.

PERSONAL RELATIONSHIP:

The success of the incumbent in performing assigned work activities and the acceptance of the Police Department is dependent upon the working relations of the incumbent employee. The incumbent must effectively deal with individuals seeking assistance and advice, individuals under mental and emotional stress, individuals committing criminal offenses threatening life and property, and employees needing assistance or counseling. Incumbents must deal cooperatively and effectively with court officials, outside enforcement authorities, other Town Departments, etc.

PHYSICAL DEMANDS:

The incumbent normally works under moderate physical demand while on patrol but may be subject to strenuous physical effort in the pursuit, apprehension, and control of resisting and threatening individuals.

WORKING CONDITIONS:

Incumbents are subject to traffic hazards while patrolling and responding to emergencies in all traffic and weather conditions. The incumbent is exposed to verbal and physical abuse while performing assigned duties and may be threatened and/or attacked with dangerous weapons while dealing with criminal and emotionally disturbed individuals. Incumbents may also encounter environmental conditions such as dust, smoke, fire, exhaust, etc.

Required Documents to be Submitted with Completed Application:

- Complete and submit the below “Application for Employment”. We do not accept on-line applications.
- Current resume and cover letter is required with your application submission. If available, also submit your current Curriculum Vitae.
- Copies of all educational diplomas, transcripts, and military discharge / separation papers are required.
- Copy of current Peace Officer Standards and Training certification is required with your application.
- Copy of your current driver’s license is required with your application.
- You may submit copies of any other document you would like us to use for consideration.

Submit the above to the following address on or before the application closing date:

Town of Basalt Police Department
Attention Lieutenant Aaron Munch
100 Elk Run Drive, Suite 115
Basalt, Colorado, 81621

Application for Employment with the Town of Basalt Police Department

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

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Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PRINT LEGIBLY IN BLUE INK**, except for your signature on the second page of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Position Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment? When could you start work? _____

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip Code

Are you 21 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the United States? Yes No

Have you ever applied with the Town of Basalt before? Yes No _____ If yes, when?

Have you ever been employed by the Town of Basalt? Yes No _____ If yes, when?

Have you ever been convicted of any law violation including felonies, misdemeanors, crimes involving domestic violence, and traffic offenses? Include any plea of "guilty" or "no contest." Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment. Attach separate page if needed)

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes No

Are you currently certified or certifiable by the State of Colorado Peace Officer Standards and Training Board? Yes No

Are you currently certified as a law enforcement officer in a state other than Colorado? Yes No

Include peace officer certification information below (to include state of issue, date of issue, and certification number):

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LIST NAME AND ADDRESS OF SCHOOLS ATTENDED	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the position of Sergeant? _____			

What equipment can you operate that relate to the position of Sergeant? _____			

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List names of all previous employers, in consecutive order, with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.
Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE			
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	
NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE			
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	
NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE			
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	
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ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE			
SUPERVISOR(S)	TELEPHONE	REASON FOR LEAVING	

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Are you presently employed? Yes No
 If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No
 If yes, please explain: _____

Anything else you'd like us to know? _____

Give three references, not relatives or former employers:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug and alcohol screening examination. I hereby consent to a pre- and/or post-employment drug and alcohol screen as a condition of employment, if required. I understand that if I am extended a written conditional offer of employment, successful completion of a complete pre-employment medical examination, psychological evaluation, polygraph examination, and thorough background investigation will be required. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY EMPLOYEES, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CHIEF OF POLICE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CHIEF OF POLICE AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE TOWN OF BASALT AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Contact the Chief of Police for details.