



## Police Officer

**Department:** Police

**Exempt:** No

**Reports to:** Sergeant

**Revision Date:** 07-16-21

### Summary

The Police Officer is a safety-sensitive position that is involved with the complex and specialized activities required to maintain civil order, the preservation of the public peace, protection of life and property, detection and prevention of crime, apprehension of criminals, knowledge and enforcement of laws and ordinances. Each Officer will be held to a high standard of performance within that structure. The Police Officer reports to a Sergeant and higher tenured Officers may serve as a temporary shift supervisor in the absence of the Sergeant.

### Essential Duties and Responsibilities:

The below list is intended to be illustrative of the responsibilities of the position and not all-encompassing. The Town may change these duties at any time.

- Regularly patrols throughout the community, performs complex investigations, renders service, enforces traffic and criminal laws and generally provides for the safety of the public
- Patrols school zones and performs routine business checks
- Attends Town functions to stay connected to the community
- Performs first aid and lifesaving aid, within the scope of training, when necessary
- Responds to calls regarding public disturbances, complaints, criminal, civil or emergency situations, provides emergency medical assistance, as necessary
- Enforces traffic laws, vehicle codes and promotes traffic safety, notes illegal or unsafe driving practices and advises or makes arrests, as appropriate. Investigates accidents, directs traffic, reports unsafe road conditions and otherwise promotes vehicular and pedestrian safety
- Detects and prevents criminal activities by surveillance of commercial and residential areas, investigates suspicious activity and takes steps to prevent criminal actions, promotes crime prevention by initiating contact with businesses and residents, including explaining applicable laws, soliciting cooperation in crime reporting and otherwise creating good rapport with citizens
- Remains alert for stolen property and wanted or missing persons
- Provides code enforcement and animal control activities, as needed, issues appropriate citations and takes immediate action to mitigate problems and disputes

- Processes suspects and completes appropriate computer research to investigate criminal history prior to their release, may transport suspects to detention facilities as necessary
- Investigates, protects and preserves crime scenes and assists other officers, protects evidence, takes testimony from witnesses, and assists detectives in specialized investigations, follows up on cases, may photograph and/or sketch crime scenes and accidents
- Communicates effectively with fellow officers or other law enforcement agencies to aid in the suppression of crime or apprehension of criminals and recovery of stolen property
- Effectively interacts with other jurisdictions, law enforcement agencies and courts of law
- Thoroughly prepares written reports and memorandums summarizing information
- Professionally testifies in court regarding policing duties and works with prosecution attorneys, must be a credible witness
- May conduct or assist with in-depth investigations involving felonies or other serious offenses and works closely with District Attorneys regarding cases
- Complies with department policies, rules, regulations, instructions, laws and ordinances, and general literature pertaining to policing, analyzes and interprets legal codes and criminal evidence
- Takes proper safety precautions to prevent accidents, is responsible for the safety of self, others, materials and equipment, uses all required safety equipment and follows all safety regulations, policies and procedures, reports all accidents and damage to Town property
- Responsible for ensuring proper maintenance, service and cleanliness of assigned patrol unit and all assigned equipment
- Responsible for knowing the names and general locations of the streets, hospitals, public buildings, government agencies and important business establishments in the Town
- Responsible for attaining and maintaining department applicable training and certifications
- May be assigned to other responsibilities, to include; Field Training Officer, School Resource Officer, S.W.A.T., K9, or instructor for a variety of police continuing education programs
- May assume the role of shift supervisor in the absence of a sergeant with prior authorization of the Chief of Police or his/her designee. Police Officers must pass a standardized supervisory test and an internal review by the Chief of Police and/or his /her designee prior to any supervisory assignment

**Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- **Public Safety and Security:** knowledge of rules and regulations for the protection of people, data, and property; including the use of weapons and force
- **Law and Government:** knowledge of laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process

- Psychology: knowledge of basic human behavior and performance, including individual differences in ability, personality, learning, and motivation
- Knowledge of community policing techniques and programs
- Knowledge of emergency medical and first aid practices
- Mechanical/Technical: skilled in the safe operation of diverse equipment; including operating motor vehicles in hazardous situations, use of computers, radios, weapons and other police equipment
- Ability to act effectively in crisis situations
- Active Listening: skilled in listening to what other people are saying and asking appropriate questions
- Service Orientation: skilled in actively looking for ways to help people, tactfully and effectively interacting with citizens in a wide variety of stressful situations
- Critical Thinking: ability to use logic and analysis to identify the strengths and weaknesses of different approaches
- Social Perceptiveness: ability to be aware of others' reactions and understand why they react the way they do
- Ability to make oral presentations
- Ability to read and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to add, subtract, multiply, or divide quickly
- Ability to communicate information and ideas in writing so others will understand, including completing reports according to pre-set formats
- Ability to use oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews
- Ability to perform essential duties with independence and initiative
- Ability to effectively work with administrative or investigative personnel on directed assignments
- Ability to pass a medical physical examination and drug screen

**Education and Experience:**

- High school diploma or equivalent is required
- Sixty (60) semester hours at an accredited college or university is preferred
- Ability to learn and then demonstrate knowledge of department's policy and procedures, Town personnel policies, municipal code, and state and federal law related to law enforcement is required

**Licenses/Certifications:**

- Colorado Post Certification is required
- Must possess and maintain a valid Colorado Driver's license and a safe driving record for continued employment

**Physical Activities:**

The work environment characteristics and physical demands 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.

The noise level in the work environment is usually moderate with times of increased noise.

Employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk, stoop, or kneel. Frequent driving of a variety of motor vehicles is required. Employee is required to be available and on-call at various hours.

Body Movement:

Walk, stand, stoop, bend, climb and sit while performing duties. Repetitive hand movement while keyboarding and writing.

Vision:

Uses sight in the normal range with or without correction to perform duties.

Hearing:

Uses hearing in the normal range with or without correction to perform duties.