



CITY OF FORT MORGAN JOB DESCRIPTION

POLICE OFFICER I

FLSA STATUS: Non-Exempt
SALARY GRADE: PO1
DIVISION: Police
DEPARTMENT: Police
SUPERVISOR: Police Sergeant
APPROVED BY: Human Resources
DATE: 03/05/2021

POSITION SUMMARY

Under general supervision of the shift supervisor is responsible for carrying out the functions of the Police Department, including the suppression of crime, the protection of life and property, the apprehension and arrest of violators or the criminal and traffic laws, the recovery of stolen property and the regulation of non-criminal conduct. The Officer shall consistently direct his/her best efforts to accomplish that end intelligently and efficiently and shall hold him/herself in readiness at all times to answer the calls and obey the orders of his/her supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to the Essential Duties and Responsibilities listed below, the Officer is responsible for adherence to all duties and responsibilities outlined in the Fort Morgan Police Department General Duty Manual.

- Shall report for duty physically fit, mentally alert, neatly dressed and properly groomed and with the prescribed uniform and equipment.
- Shall maintain clothing, firearm and equipment in a functional, presentable condition, promptly correcting and/or reporting to his/her supervisor any defects.
- Safely operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations.
- Enforces all local, state and federal laws.
- Responds to radio and telephone dispatches and appears at scenes of disorder or crime, and takes appropriate action.
- Acts as first responder to fire and other emergencies.
- Notes and reports traffic hazards.
- Assists in controlling traffic at scenes of emergencies.
- Investigates and prepares complete and accurate reports on accidents, criminal and non-criminal offenses and damages to property.
- Gives directions and information.
- Operates traffic radar/laser.
- Makes arrests.

- Issues citations.
- Serves warrants and subpoenas.
- Prepares various other reports in an accurate and complete manner.
- Prepares and files reports with District Attorney's office.
- Inspects establishments providing alcoholic beverages and entertainment.
- Intervenes in private or public disputes to protect the public and maintain order.
- Renders medical/first aid/CPR.
- Requests medical attention when necessary.
- Testifies in court.
- Transports prisoners.
- Performs preliminary investigations and assists in the investigations of crimes involving adults or juveniles.
- Investigates complaints and interviews witnesses.
- Interviews and interrogates persons whose actions are suspicious.
- Assists other agencies and departments.
- Enforces animal control ordinances.
- Assists with crime prevention.
- Educates the public in community relations events.
- Identifies, impounds, and tags evidence.
- Actively engages in community policing.
- Participates in in-service, basic and other training.
- Maintains department issued equipment.
- Provides security at special events.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Must pass a pre-employment physical and drug screen, the CVSA (voice stress analyzer examination) and the background investigation. Must not have been convicted of a felony or misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction.

Certificates, Licenses, Registrations

- Colorado POST Certified Police Officer
- Valid Colorado driver's license

Education and/or Experience

- Minimum 21 years of age; high school diploma or equivalent

Language Skills

- Ability to express ideas clearly and concisely to others under normal and stressful conditions, both orally and in writing.
- Spanish/English verbal bilingual skills desirable

REASONING ABILITY

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to apply common sense understanding during normal and stressful conditions.
- Ability to compile and analyze data and to prepare a variety of reports.

OTHER SKILLS AND ABILITIES

- Ability to record information accurately
- Ability to safely handle firearms

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions. Is frequently required to sit, stand and walk. Is occasionally required to use hands to finger dexterity to handle or feel objects, tools, or equipment; reach with hands and arms; stoop, kneel, crouch or crawl; utilize arm and hand steadiness and manual dexterity to use weapons necessary to prevent injury or to protect self and others; maintain stamina and tolerance enough to remain physically and mentally alert for short bursts of extremely intense work. The employee must possess clear vision at 20 inches or less and 20 feet or more. Must be able to distinguish colors, have the ability to observe and area that can be seen up or down or to the left or right while eyes are fixed on a given point. Must have three-dimensional vision, ability to judge distance and special relationships. Ability to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

Occasionally the employee will deal with irate, abusive and disorderly people; deal with the public in situations involving possible severe physical and personal trauma; have exposure to potentially dangerous people, animals and objects; and have exposure to outdoor weather conditions and moderate noise levels.

HOW TO APPLY

If you are interested in working for the Fort Morgan Police Department please go to <https://www.cityoffortmorgan.com/127/Job-Openings>. If you have any questions or need further information please contact:

Steven Brown, Support Services Commander
Email: steve.brown@cityoffortmorgan.com
Phone: 970-542-3940