

POLICE OFFICER

Revised 7-28-14
Non Exempt/ Grade 32

DESCRIPTION OF WORK

Under direction of the Sergeant or assigned supervisor, patrols an assigned beat in the enforcement of law and order and prevention of crime; takes intensive field and basic training in the early period of employment.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES ARE: Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of criminal and traffic laws; enforces state, municipal, traffic, liquor, and wildlife codes; responds to radio and telephone dispatches and appears at scenes of disorder or crime; provides First Responder, First Aid, assistance to accidents and other emergencies; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses, and damages to property; gives directions and information; operates radar; makes arrests; issues citations; gives verbal warnings; prepares reports on arrests and property impounded; directs traffic; inspects establishments providing alcoholic beverages and entertainment; intervenes in private or public disputes to protect the public and maintain order; requests medical attention when necessary; appears in court as arresting or investigating officer; transports prisoners; performs initial investigations and assists in the investigations of crimes involving adults or juveniles; investigates complaints; interviews witnesses; interrogates persons whose actions are suspicious; assists fire and other departments as required; enforces animal control ordinances; assists with crime prevention and victims of crime; issues citations for parking and moving violations; when needed impounds and tags evidence; prepares a number of reports of own activities and incidents; assists other agencies as situations require; participates in-service, basic, and other training; takes assignments in specific areas as in traffic investigations, field training, court officer, public awareness, and others as assigned; checks, services and cleans patrol car; uses and operates police equipment such as fire arms, mace, intoxilyzers, radar and other equipment.

OTHER DUTIES INCLUDE: may make public presentations; performs other duties as assigned.

QUALIFICATIONS

Read, interpret, and understand departmental rules, policies, instructions, laws, regulations, and police literature, together with an aptitude for law enforcement work.

Analyze situations and adopt a quick, effective, and reasonable course of action giving due regard to the surrounding hazards and circumstances of each situation.

Write clear and accurate reports.

Learn the use and care of a police vehicle and firearms.

Perform moderate physical work and to lift and carry up to 25 pounds regularly and occasionally 100 pounds and control a human.

Stand, climb, kneel, twist, ride, pinch, pick, reach, grasp, walk, sit, bend, crawl, push, pull and perform a variety of similar body movements.

Possess hand/eye/foot coordination adequate to use weapons, office equipment, computer, and operate a vehicle.

Talk and hear in person and by telephone and two-way radio; use facsimile; see and read to get instructions, use computer screens, fill out reports, observe crime scenes, and conduct investigations.

Establish and maintain effective working relationships with fellow employees, supervisors, and the public.

Willing to submit to extensive training.

EXPERIENCE AND TRAINING

High School Graduate

SPECIAL REQUIREMENTS

Possession of a valid Colorado driver's license; State certified or certifiable in Law Enforcement; certain certifications and standards must be achieved and maintained according to departmental policies and law. Will be required to pass a detailed background and criminal record check, psychological exam, physical agility, written test, pre-employment drug screen and a pre-employment fit for duty exam. Must be 21 years or more at time of hire.

The job 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.