

## **POSITION DESCRIPTION POLICE OFFICER**

POSITION TITLE: Police Officer  
CLASSIFICATION: Hourly – Non-exempt  
REPORTS TO: Chief of Police - Sergeant

DEFINITION: Performs the duties and functions of a Peace/Police Officer within the Operation of the Police Department and within the context of the Town and Department Missions, Town Policies and applicable Colorado and Federal laws.

SPECIFIC DUTIES AND RESPONSIBILITIES: (Including, but not limited to the following)

1. Presenting quality customer service, positive community relations and pro-active problem solving.
2. Apply Federal, State and Municipal laws and Town Policies.
3. Enforce Model Traffic Code and Colorado State traffic law through observation, patrol, citation and accident investigation.
4. Conduct community patrolling to detect crimes in progress, traffic violations, and safety hazards.
5. Arrest persons for violations of law.
6. Direct traffic for vehicular and pedestrian safety.
7. Accurately report facts of an investigation orally and/or in written form using electronic media as well as manually written.
8. Conduct public education programs to include, but not limited to, persons with special needs and special needs providers; Neighborhood Watch, School Safety.
9. Fingerprinting and Background Checks.
10. CCIC capabilities.
11. Interacts with other Town Departments.
12. Other duties as assigned.

MINIMUM REQUIREMENTS:

1. Valid Colorado Driver's License with safe driving record.
2. Two (2) years (60 credit hours) at approved college or university OR One (1) year (30 credit hours) at approved college or university and one (1) year of experience in law enforcement.
3. State of Colorado P.O.S.T. Certified as a Peace Officer.
4. Satisfactorily complete the Department's Field Training Program.
5. Physically capable of performing duties associated with being a Police Officer.

DETAILED PHYSICAL/MENTAL REQUIREMENTS:

1. Sitting in vehicle or office for extended periods of time based on ten hour shifts.
2. Performing all arrest control tactics approved by the Department, including officer presence, verbal commands, empty hand techniques, non-lethal weapons or impact weapons.
3. Capable of lifting and carrying fifty (50) pounds.
4. Capable of assisting in dragging a person (approximately 100 pounds) a minimum of fifty (50) feet for rescue.

5. Vision capabilities, either corrected or uncorrected, allowing for the reading of a Colorado license plate at forty-five (45) feet.
6. Distinguish colors of motor vehicles, clothing and traffic signs.
7. Capable of reading material on computer monitors, hand written and/or typed information.
8. Capable of hearing and understanding multiple conversations in person, via telephone or radio at normal levels.
9. Capable of distinguishing odors related to crimes in progress and/or safety hazards.
10. Cognitive ability to determine an acceptable course of action relating to applicable laws and policies to actual situations.
11. Perform divided attention tasks such as drive a vehicle and talk on the radio or interact with several persons at one time.

*APPROVED BY PERSONNEL COMMITTEE ON:* \_\_\_\_\_  
*APPROVED BY BOARD OF TRUSTEES ON:* 3-10-2008

*EMPLOYEE ACCEPTANCE:* \_\_\_\_\_ *DATE:* \_\_\_\_\_