



*Integrity • Respect • Teamwork • Pride • Innovation • Diversity*

222 GRAND VALLEY WAY • PARACHUTE, CO 81635 • (970) 285-7630

## **JOB DESCRIPTION**

<b>Job Title:</b>	Police Officer I	Police Officer II
<b>Department:</b>	Police Department	Police Department
<b>Reports to:</b>	Chief of Police	Chief of Police
<b>FLSA Status:</b>	Non-exempt	Non-exempt
<b>Wage Range:</b>	P6   \$21.65 - \$29.80	P7   \$24.00 - \$32.40
<b>Benefits:</b>	Full Benefits	Full Benefits
<b>Status:</b>	Fulltime	Fulltime

### **Job Summary:**

Protects the lives, safety, health, welfare, and property of individuals within the Town limits of Parachute by enforcing municipal, state and federal ordinances, statutes and laws. Incumbents may be assigned to the Patrol Division, Investigations Divisions, and/or any special assignments necessary to protect and serve the needs of individuals relating to law enforcement. The position includes incumbents with full technical and operational capabilities in police science gained through extensive training and experience. Does related work as required.

### **Supervisory Responsibilities:**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.*

- Patrol within the Town limits to deter illegal activities and to protect and preserve the safety and security of individuals, buildings and neighborhoods.
- Responds to dispatch calls and investigates citizen complaints and reported breaches of the peace including crimes in progress, crimes discovered after the fact, disturbances, accidents, etc.
- Perform preliminary investigations at crime scenes, traffic accident scenes, disturbances, etc., to preserve and/or collect physical evidence, to diagram or photograph scenes, to obtain witness and/or suspect statements, etc., necessary for the reporting of circumstances and facts of incidents, for the charging of suspects with offenses, and necessary for follow-up investigations of incidents.
- May establish traffic surveillance to observe and apprehend violators of traffic ordinances and statutes.

- Prepares citations and summons necessary to charge individuals with violations of ordinances, statutes, and laws including petty, misdemeanor, and felony offenses.
- Use available time for directed patrol and community interaction.
- May make arrests and take suspects into custody including the reading of rights, search, booking, and transport of individuals to holding and jailing facilities.
- Appears in municipal, county, and district courts to offer testimony relative to the investigation and charging of individuals with non-criminal and criminal offenses.
- Prepares a variety of routine and non-routine reports and records necessary information for the reporting of daily activities, reporting of specific criminal and non-criminal incidents, etc.
- Offers assistance to citizens of and visitors to Parachute including the giving of directions and information, calling for vehicular roadside assistance, locating lost children, etc.
- Inspects patrol vehicles, operates vehicle under routine and emergency conditions.
- Maintains equipment; participates in roll call; maintains awareness of police activities.
- Attends and participates in prescribed courses of physical training, classroom instructions, and field exercise, including work simulation exercises, investigative methods, rescue methods, instruction in the use and care of firearms, and other training designed to improve one's abilities as a police officer.
- May be assigned to the Investigative Division and perform other essential function of the following nature: a. Receives case assignments relative to felonious crimes reported within the Town limits of Parachute and misdemeanor and petty crimes not cleared through preliminary investigations. b. Performs follow-up investigation(s) including the collection, preservation, and analysis of physical evidence, the interviewing of witnesses and suspects, the surveillance of suspects, the checking of suspect backgrounds and statements, etc., to collect and analyze facts and data relating to the solution of assigned cases. c. Co-operates with outside law enforcement jurisdictions and agencies necessary for the continuing investigation of cases, suspects, and/or to gather criminal intelligence data.
- Confers with the district attorney's staff in the investigation of cases and the preparation of criminal charges.
- Prepares supplemental records and reports necessary to obtain warrants, for the preparation of charges, to document investigations, to close and/or clear cases, etc.
- May counsel parents and juveniles relative to juvenile cases. May co-operate with court officials, social workers and agencies, etc., in the filing of charges, the deferral of sentencing, the placement of juveniles in alternative environment settings, etc., as provided by the Colorado Children's Code.
- Creates a positive work environment through respect, support, and cooperation.
- Ability to perform job as a team member, establish and maintain efficient working relationship with coworkers, supervisors, and other Department members.
- Ability to be proactive in community engagement, crime prevention and the enforcement of the laws.
- Skills in problem solving to address the causes of issues in our community.
- Adheres to all of the Town of Parachute's safety and loss/control guidelines.

### **Experience and Training:**

**Minimum Education:** High School diploma or GED equivalent required. Associates Degree or higher preferred.

**Job Requirements:** Valid Colorado driver's license. Acceptable driving record is required. Must be 21 years of age or older. Must be able to pass a thorough background check, fitness test, pre-employment medical exam, drug test and a polygraph and psychological examination with the results that are acceptable to the Town of Parachute.

**Special Training or Skills:** Current Colorado P.O.S.T. certified or ability to become P.O.S.T certified.

### **Knowledge, Skills, and Abilities:**

- 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.
- 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.
- 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.
- Speaks in a clear, understandable manner and comprehends several types of information (e.g., accounts of past events, directions, explanation, ideas, etc.); talks effectively with persons of divergent cultural and educational backgrounds, speaks with good pronunciation, projects voice clearly, effectively uses police radio.
- Writes clearly and concisely; uses acceptable grammar, punctuation and spelling; writes reports that are well organized, complete and accurate.
- 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.
- Establishes and maintains effective working relationships with coworkers, supervisors, and other law enforcement officials; shares information and works cooperatively with others; complies with departmental rules and regulations; follows orders; is able to accept, advise, and to give constructive criticism in a positive manner and learn from the experience of others.
- Asserts self when necessary to exert control over others; confronts people who are behaving in a suspicious manner.
- 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.
- 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 weapon accordingly.

- 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 weekends, work days, swing and graveyard shifts.
- 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.
- Ability to be reliable, thorough, punctual, accurate, assumes responsibility for share of the workload; works with minimal supervision.
- Demonstrates history of personal and professional honesty and integrity.
- Accepts advice and constructive criticism; demonstrates acceptance of responsibility for one's own mistakes, and has the ability to learn from past mistakes.
- Analyzes problems, develops options, and creates pro-active plans within the in department and partnership with the community.
- Ability to own and use a firearm.

**Equipment Used:**

Standard office equipment including computer, printer, copier, scanner, mobile data terminal, telephone, camera, calculator, two-way radio, cell phone, digital recorder, vehicle, handcuffs, duty belt, handgun, rifle, shotgun, other firearms, radar, ballistic vest, flashlight, spotlight, baton, intoxillizer, P.B.T., restraint systems and various other instruments and tools associated with this particular job discipline.

**Physical Requirements:**

- Lifting: 50 pounds frequently 100 pounds occasionally
- Carry: 50 pounds frequently 100 pounds occasionally
- Push/Pull: 50 pounds frequently 100 pounds occasionally
- Balance: frequently
- Bend/Stoop: frequently
- Twist: frequently
- Squat/Crouch: frequently
- Kneel: frequently
- Crawl: occasionally
- Climb Stairs: frequently
- Climb Ladders: frequently
- Reach at shoulder level: frequently
- Reach below shoulder level: frequently
- Reach above shoulder level: frequently
- Standing/Walking: frequently
- Ability to traverse the facility quickly.
- Must be able to make proper decisions quickly and work calmly in tense or chaotic situations.
- Physical ability to subdue and arrest a resisting/attacking individual.
- During the course of duty, may perform strenuous physical activity for several minutes continuously. Maintains physical fitness necessary to perform demanding physical requirements described above.

- Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.
- Ability to participate in routine conversation in person or via telephone/radio and to distinguish voice, signals, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document the results.

**Environmental Requirements:**

Approximately 85% of this position's duties are performed in the external environment, with 15% performed in an internal environment. The incumbent may be exposed to adverse weather conditions, odors, dust, mists, and gases, as well as hazardous materials, health threats and blood borne pathogens on a daily basis; occasionally exposure to toxic and caustic chemicals.

For more information contact:

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