

TOWN OF FAIRPLAY, COLORADO

Police Officer

Department/Division: Police Department
Work Location: Town Hall, 901 Main Street, Fairplay, CO
FLSA Status: Non-Exempt
Effective Date:
Revision Date:

GENERAL STATEMENT OF DUTIES

Performs a variety of public safety work providing emergency aid, security and protection to the citizens of the Town of Fairplay.

ESSENTIAL DUTIES

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 Town of Fairplay retains the right to modify or change the essential and additional functions of the job at any time.

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity within the Town of Fairplay.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrol the Town of Fairplay on foot or motorized conveyance, responding promptly to calls for service.
- Review facts of incidents to determine if a criminal act or statute violation were involved.
- Render aid to accident victims or other persons requiring first aid for physical injuries.
- Investigate traffic accidents or other accidents to determine causes and to determine if a crime has been committed.
- Testify in court to present evidence or act as a witness in traffic and criminal cases.
- Photograph or draw diagrams of crime or accident scenes and interview principals and witnesses.
- Secure crime scenes to prevent bystanders from tampering with it prior to investigation.
- Examine crime scenes to obtain evidence and clues, such as loose hairs, fibers, clothing, or weapons.
- Obtain evidence from suspects.
- Record progress of investigations, maintain informational files on suspects, and submit reports to commanding officers, the District Attorney's Office, or Magistrates to authorize warrants.
- Check victims for signs of life, such as breathing or pulse.
- Prepare charges or responses to charges, or information for court cases, according to formalized procedures.

- Obtain facts or statements from complainants, witnesses, and accused persons and record interviews, using a recording device.
- Prepare and serve search and arrest warrants.
- Note, mark, and photograph location of objects found, such as footprints, tire tracks, bullets, and bloodstains, and take measurements of the scene.

ADDITIONAL DUTIES

Perform other duties as assigned and required.

REPORTING RELATIONSHIPS

Supervision Received:

General supervision is received from the Chief of Police or other appointed designee.

Supervision Exercised:

Exercises occasional supervision as a senior officer on special or relief duty; supervision is not a normal responsibility of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

- This position requires a High School Diploma or equivalent General Educational Development (GED) graduation.
- An Associate’s Degree in any course of study from an accredited College or University is highly desirable.

Special Qualifications:

- Must be a minimum of 21 years of age.
- Must be a legal resident of the United States or able to legally work in the United States.
- Must possess a valid Colorado Driver’s License or able to obtain within 30 days of hire.
- Must possess a Colorado Peace Officers Standards and Training certification or able to obtain such POST certification within 6 months of employment if employee is an out of state lateral transfer.
- Must be able to pass and maintain a Colorado Bureau of Investigations (CBI) clearance for the NCIC/CCIC database within 6 months of hire.

Knowledge of:

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of relevant equipment, policies, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of business and management principals involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of human behavior and performance; individual differences in ability, personality and interests; learning and motivation; psychological research methods; and assessment and treatment of behavioral and affective disorders.
- Knowledge of principals and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principals and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Ability to:

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to read and understand information and ideas presented in writing.
- The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events.)
- The ability to arrange things or actions in a certain order to pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to communicate information and ideas in writing so others will understand.
- The ability to speak clearly so others can understand you in normal and stressful situations.
- The ability to identify and understand the speech of another person.
- The ability to apply general rules to specific problems to produce answers that makes sense.
- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

TOOLS & EQUIPMENT USED

Motorized conveyance, such as an fully equipped police patrol vehicle, police mobile and hand-held radio, mounted and hand-held Radar/Lidar, service semiautomatic pistol and other weapons as required, straight or collapsible Baton, X-26 Taser, handcuffs, breathalyzer, cellular telephone, Mobile Data Computers (MDC), which include CBI NCIC/CCIC portal access, first aid equipment

and Chemical Agents. Extensive use of computers for Reporting and other communication as required.

PHYSICAL DEMANDS

The employee is required to perform shift work including days, evenings and nights including weekends and holidays. The employee must also be able to serve on an On-Call status as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high; precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

This job description has been reviewed and approved.

Employee

Date

Supervisor

Date