



TOWN OF FAIRPLAY, COLORADO



Police Sergeant

Department/Division: Police Department
FLSA Status: Non-exempt Hourly
Job Type: Full-time
Reports To: Chief of Police
Salary range: \$37.02 – \$39.90
Revision Date: 9/12/2023
Closing Date:

GENERAL STATEMENT OF DUTIES

Position Summary: Under limited supervision, supervises and performs the police patrol or investigative duties of an assigned shift or unit of the Town of Fairplay Police Department, to assist and protect the lives and property of Town of Fairplay residents, business owners, and visitors. Supervises and manages all assigned staff to include, hiring, training, coaching, and evaluating performance.

Essential Duties and Responsibilities*: The essential duties and responsibilities listed below are central to the job or are the reason the position exists, and the employee must be able to perform each essential function satisfactorily. This list is not designed to cover or contain a comprehensive list of all duties and responsibilities. Duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervises activities of employees of an assigned unit or shift, particularly Police Officers. Schedules employees, approves overtime, assigns work, and monitors its progress. Inspects appearance and equipment of assigned patrol officers and other personnel. Provides guidance and mentorship regarding performance, next steps, and judgment issues.
- Determines training needs, trains employees, writes and conducts evaluations, and recommends disciplinary actions. Guides and develops employees in the accomplishment of their duties and professional growth.
- Coordinates the handling of high risk, complex, or sensitive incidents or cases. Reviews reports prepared by employees and assigns any necessary follow-up work.
- Provides excellent customer service to external and internal customers including but not limited to effectively listening and communicating, providing accurate information, offering solutions, assisting in resolution, and ensuring timely follow up.
- Performs the full range of duties of subordinate officers, such as patrolling in marked or unmarked police cars, responding to calls, intervening in disputes, investigating criminal cases, controlling traffic, writing reports, preparing legal paperwork, issuing citations,

making arrests, consulting with prosecutors, testifying in court, and transporting suspects to jail.

Non-Essential Duties and Responsibilities*: The following duties, although not essential to the position, are important components to the smooth and efficient operation of the Department and Town.

- Conducts briefings regarding policy changes, legislative updates, and relevant police business.
- Some positions may conduct internal affairs investigations.
- Some positions coordinate and/or supervise the Field Training Officer (FTO) program.
- Some positions coordinate the training requirements for Police Officers.
- Some positions conduct firearms training or SRT or maintain armory of weapons for department.
- Some positions may assume field command of major incidents.
- Attends or completes trainings, seminars, and meetings as required.
- Performs related duties as established by law or ordinance or as reasonably directed by the Town.

* This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Knowledge, Skills and Abilities: The essential and non-essential duties listed below are representative of the knowledge, skills, and/or abilities required. The below list is not designed to cover or contain a comprehensive listing of all knowledge, skills and abilities that are required.

- Knowledge of Federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to law enforcement issues in Town of Fairplay.
- Knowledge of the theory, principles, practices, and methods of criminal justice.
- Knowledge of the theory, principles, practices, and methods of performing police patrol or investigative duties of an assigned shift or unit within a municipal police department.
- Knowledge of the theory, principles, practices, and methods of supervision and training.
- Ability to supervise employees on an assigned shift.
- Ability to communicate effectively verbally and in writing including the preparation of reports, warrants, and other legal paperwork.
- Ability to oversee and respond to emergencies, crime and accident scenes, acts of terror, natural disasters, and preplanned events that require a large police response.
- Ability to solve practical problems and deal with situations where only limited standardization exists, including investigating and resolving complaints.
- Familiar with basic computer functions. Proficient in Microsoft Office Suite or similar software. Knowledge of basic office equipment including but not limited to copiers, fax machines, multi-line phone systems, and adding machines.
- Knowledge of principles and processes for providing excellent customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to build effective relationships as needed with employees, government officials, contractors, vendors, and the public.

Minimum Qualification(s):

- Must be a minimum of 21 years of age and a legal resident of the United States or legally able to work in the United States.

Experience

- Three (3) to five (5) years of continuous experience as a law enforcement officer.

Education

- Associate degree in criminal justice or related field, or specialized courses/training or work experience that is equivalent to satisfactory completion of two years of college in Law Enforcement, Criminal Justice or closely related field.

Licenses/Certifications

- Certified Colorado Police Officer.
- Valid Driver’s License and satisfactory driving record required.
- Any acceptable combination of education, training and experience that provides the listed knowledge, abilities and skills may be substituted.

Physical Activities:

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 listen. The employee is occasionally required to stand, walk, use hands to manipulate, 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.

Additional Information:

- This position will work varying shifts, including weekends and overnight, based on operational needs.
- Occasional extension of workday to meet deadlines, or operational needs.
- This position may be required to attend occasional Board of Trustee meetings and/or other meetings and events after normal work hours.

Employee

Date

Employee

Date