



TOWN OF ELIZABETH

JOB DESCRIPTION

TITLE: **POLICE OFFICER**
DEPARTMENT: **POLICE**
REPORTS TO: **SERGEANT**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
FLSA STATUS: **NON-EXEMPT**
SALARY RANGE: \$25.57 TO \$35.80

Description:

This is a sworn, public safety position. Duties include preventive patrol, criminal investigations, traffic enforcement, community service function, and other law enforcement related responsibilities, and community service.

Police Officers work in partnership with the community to identify and resolve issues of concern. Police Officers exercise considerable judgement, discretion, initiative, and skill in a variety of situations. The ability to work independently with minimal direct supervision is critical. Duties are carried out under established organizational values, policies, procedures, and in accordance with U.S. Constitution, laws of the State of Colorado, and municipal ordinances of the Town of Elizabeth.

Duties:

*The following duties **are not** intended to serve as a comprehensive list of all duties performed and is a summary of duties and responsibilities.*

- Patrol a designated area on an assigned shift; enforces state laws and municipal ordinances, prevents, or discovers crime, stop, detains, and arrests criminal offenders, and enforces traffic laws.
- Responds to a wide variety of matters including traffic regulation activities, criminal investigations, prevention and detection of crime, order maintenance, public service concerns, and other community matters.
- Applies knowledge, skills, abilities, and critical thinking, and judgment to make effective decisions complying with departmental policy, and legal requirements and procedure.
- Observes, listens, and analyzes activities in a wide variety of situations to make objective assessments of concerns, and implementation of impartial solutions.

- Communicates effectively with people, both verbally and in writing, under varied circumstances. Empathetically listens, comprehends, and provides problem solving feedback.
- Conducts investigations, collects evidence, interviews victims, witnesses, and suspects, makes arrests when required, prepares reports, and cases for prosecution, and testifies in court.
- , Effectively interacts with people across cultures. Engages the community with courtesy and respect.
- Establishes and maintains effective working relationships, works closely with others, accepts constructive criticism, and works well in a team and independent environment. Maintains self-control in high stress and unpredictable environments.
- Maintains a level of physical fitness to meet the physical demands of law enforcement.
- Interacts with citizens to identify matters of concern, collaboratively analyzes solutions, implements resolution strategies, and assesses outcomes for successful resolution.
- Performs order maintenance functions at community events that attract crowds, such as: parades, fairs, and athletic events.
- Maintains police related equipment, facilities, and uniforms to ensure proper function, use, and appearance; and
- Demonstrates working knowledge of and compliance with all department policies, procedures, and directives.

Other Job Duties:

- Coordinates activities with other officers, agencies, citizens, businesses, organizations, or groups to make efficient use of resources.
- Collaborates with others on work groups or committees to accomplish necessary additional tasks (i.e., F.T.O., K9, range officer, D.R.E., bicycle patrol, school resource officer, narcotics investigator, detective, administrative officer, business associations, neighborhood groups).
- Performs other related duties as assigned by supervisor.

Required Knowledge, Skills, and Abilities:

Knowledge of -

- Knowledge of modern police principles, procedures, techniques, and equipment.
- Knowledge of human nature, human problems, and problem-solving methods.

Ability to -

- Possess and maintain a valid Colorado Driver's License.
- Read and write the English language effectively.
- Follow both verbal and written instructions.
- Ability to write clear and concise police reports.
- Establish and maintain effective working relationships with a wide variety of people.

- React quickly and calmly while under stress.
- Learn geographical locations, various police reports, departmental procedures and policies, law enforcement methodologies, and community policing principles.
- Function effectively over a long period of time and under a variety of conditions.
- Prioritize tasks for completion and perform multiple tasks at relatively the same time; and
- Perform work, which occasionally requires good physical conditioning.

Skilled in –

- Using equipment necessary for police work, such as police car, radio, emergency equipment, various weapons systems to include lethal and non-lethal, technology-based equipment such as cellular phone, personal computer, various computer software packages, and other equipment as assigned.
- Communicating

Minimum qualifications:

- Colorado P.O.S.T. certification as a Level 1 Peace Officer.
- Must possess, a Colorado driver’s license, or have the have the ability to attain a valid Colorado, as outlined by Colorado Revised Statutes.
- High School Diploma or GED
- Ability to successfully pass a background check, polygraph examination, a psychological examination, and physical exam.

Special Requirements:

Environmental and Physical Conditions:

- While performing the duties of this job, the employee frequently works in outdoor, and potentially extreme conditions. The employee may be exposed to airborne particles, and toxic or caustic chemicals.
- While performing the duties of this job, the employee may encounter individuals’ who is intent on causing them injury, serious bodily injury, or death.
- As first responder, the employee may be subjected to a variety of hazardous environments where the danger or hazard faced was not known originally known at the time of dispatch or arrival.
- Talk on the radio while driving or while out of the vehicle.
- Maintain situational awareness while driving and during other law enforcement related activities.
- Operate radar or other equipment while driving, stationary, and out of the vehicle.
- Adjust to varied hours and sleep patterns.
- Adjust to unexpected changes in work assignment and function.
- Function effectively in a wide variety of and changing conditions to include, but not limited to, weather and environmental conditions.

- Effectively function for extended periods of time with little rest.
- Meet standard proficiency requirements with law enforcement related tools such as: such as: vehicles, firearms, defensive weapons,
- Possesses and maintains ability to safely: utilize verbal and physical control techniques; physically maneuver over, under, and through physical obstacles, as well as drag items weighing 150 pounds; run, jump, crawl and lift 50 pounds.

Employee's Signature

Supervisor's Signature

Date

Date