

Town of Ignacio
Job Description

POLICE OFFICER

Supervisor: Sergeant
Department: Police
Created By: Kirk Phillips

FLSA Status: Non Exempt
Position Status: Full Time
Date: 11/09/2004

POSITION SUMMARY: Performs a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- X Patrols all areas of the Town to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances, check buildings for physical security.
- X Respond to burglar alarms, general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- X Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.
- X Enforce traffic laws and Ordinances; check speed with radar, issue warnings and citations.
- X Interview suspects, victims, and witnesses in the field.
- X Prepare reports on arrests made, activities performed and unusual incidents observed; input information into the computer.
- X Arrest and maintain custody of prisoners, conduct Breathalyzer tests and record results, book and transfer prisoners to the County Jail, or transfer custody to the Southern Ute Police Department.
- X Serve warrants and execute police raids, provide bar checks.
- X May serve as intelligence officer, gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
- X Direct traffic at fires, special events, and other emergency or congested situations.
- X Testify in Municipal, State and Federal court proceedings.
- X Attend department sponsored training.

X Performs related duties and responsibilities as required or requested.

When assigned to Community Programs:

X Provide public education

X Oversee and coordinate drug prevention activities and programs

X Make presentations to local citizens, schools and community groups.

X Teach DARE and law-related education programs in schools.

When assigned to technician (Field Training Officer) position:

X Train new officers in matters relating to police work, department procedures and regulations.

X Provide guidance and training to new officers relating to Town boundaries, streets and jurisdictional matters, as they relate to the Southern Ute Indian Tribe.

QUALIFICATIONS:

Experience & Training:

X Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

X Some law enforcement experience is desirable.

Training:

X High School diploma or equivalent required.

X Ongoing completion of minimum and continuing education requirements as stipulated by the State of Colorado.

License or Certificate:

X Possession of or ability to obtain a valid appropriate P.O.S.T. certificate from the State of Colorado.

X Possession of or the ability to obtain a valid Colorado driver license and be insurable under the Town vehicle insurance policy.

Knowledge of:

X Modern and complex principals and practices of law enforcement.

X Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

X Criminal law procedures with particular reference to the apprehension, arrest and custody of

persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.

- X Offensive and defensive weapons nomenclature and theory.
- X First aid principals, practices and techniques.
- X Self defense tactics.
- X Interview and interrogation techniques.
- X Modern office procedures, methods and computer equipment.
- X Town and State laws and ordinances.

Ability to:

- X Use and properly care for firearms
- X Understand, interpret and apply laws, regulations, policies and procedures.
- X Observe accurately and remember names, faces, numbers, incidents and places.
- X Prepare clear, accurate and grammatically correct written reports.
- X Analyze situations quickly and objectively to determine and take emergency action.
- X Identify potential crime situations or traffic hazards and take preventive action.
- X Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- X Meet the physical requirements established by the Department.
- X Communicate clearly and concisely, both orally and in writing.
- X Establish and maintain cooperative-working relationships with those contacted in the course of work.
- X Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.

LANGUAGE SKILLS: Must have the ability to communicate clearly and accurately, orally and in written format..

MATHEMATICAL SKILLS: Must have the ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY: Must have the ability to establish and maintain effective working relationships with town officials, town staff, co-workers, and the public.

PHYSICAL REQUIREMENTS:

- X The employee must maintain physical condition necessary for running, walking, crouching or crawling during emergency situations.
- X Walking, standing or sitting for extended periods of time.
- X Operation of assigned police equipment and vehicles.
- X Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- X Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.

WORK ENVIRONMENT:

- X While performing the duties of this job the employee regularly works in outside weather conditions.
- X Emergency peace control environment.
- X Travel from site to site.
- X Exposure to potentially hostile environments.
- X Work will involve communication with the public and town employees on a daily basis, including telephone as well as face-to-face interaction.
- X Position will require working on call and irregular hours to include shift work, holidays, and weekends.

STATEMENT OF UNDERSTANDING

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

Employee Signature

Date

Supervisor Signature

Date