

**TOWN OF PARACHUTE
JOB DESCRIPTION**

Job Title: Police Officer
Department: Police Department
Reports to: Chief of Police
FLSA Status: Non-Exempt
Salary Range: \$36,000 - \$49,500
Approved By: Town Manager
Approved Date: July 2019

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) Patrol within the Town limits to deter illegal activities and to protect and preserve the safety and security of individuals, buildings and neighborhoods.
- 2) 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.
- 3) 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.
- 4) May establish traffic surveillance to observe and apprehend violators of traffic ordinances and statutes.
- 5) Prepares citations and summons necessary to charge individuals with violations of ordinances, statutes, and laws including petty, misdemeanor, and felony offenses.
- 6) Use available time for directed patrol and community interaction.
- 7) May make arrests and take suspects into custody including the reading of rights, search, booking, and transport of individuals to holding and jailing facilities.
- 8) Appears in municipal, county, and district courts to offer testimony relative to the investigation and charging of individuals with non-criminal and criminal offenses.
- 9) 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.

- 10) 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.
- 11) Inspects patrol vehicles, operates vehicle under routine and emergency conditions.
- 12) Maintains equipment; participates in roll call; maintains awareness of police activities.
- 13) 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.
- 14) 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.
- 15) Confers with the district attorney's staff in the investigation of cases and the preparation of criminal charges.
- 16) Prepares supplemental records and reports necessary to obtain warrants, for the preparation of charges, to document investigations, to close and/or clear cases, etc.
- 17) Testifies in courts relative to the facts of cases and investigation, the custody of evidence, etc.
- 18) 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.
- 19) Creates a positive work environment through respect, support, and cooperation.
- 20) Ability to perform job as a team member, establish and maintain efficient working relationship with coworkers, supervisors, and other Department members.
- 21) Ability to be proactive in community engagement, crime prevention and the enforcement of the laws.
- 22) Skills in problem solving to address the causes of issues in our community.
- 23) Adheres to all of the Town of Parachute's safety and loss/control guidelines.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Ability to comply with laws, rules and regulations: Follows orders, rules and regulations, has shown a history of compliance with municipal, state and federal laws and statutes.

Education: High school graduate or GED (college preferred). Colorado P.O.S.T. certified (or able to obtain within six months). Citizenship: US citizen or legal authorization to work in the United States. Conviction Record: No felony or misdemeanor convictions.

OTHER SKILLS, CERTIFICATION, LICENSES, ETC.

Possess a valid Colorado Driver's License.

Driving skills: Demonstrate ability to control a vehicle in routine and emergency situations; complies with departmental and state driving and safety regulations; has a good driving record.

DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS

Adaptability: 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.

SUPERVISION RECEIVED

Works under the supervision of the Sergeant and the Chief of Police.

QUALIFICATION STANDARDS

Judgment: 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.

Observation Skills: 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.

Learning: 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.

Oral Communication: Speaks in a clear, understandable manner and comprehends various 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.

Written Communication: Writes clearly and concisely; uses acceptable grammar, punctuation and spelling; writes reports that are well organized, complete and accurate.

Interpersonal Behavior: 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.

Teamwork: 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.

Assertiveness: Asserts self when necessary to exert control over others; confronts people who are behaving in a suspicious manner.

Emotional Self-control: 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.

Use of Weapons: 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 weapons accordingly.

Physical Ability: The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

- Ability to conduct activities involving walking, standing, and sitting.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a frequent basis.
- 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 lift and carry up to 25 lbs., push or pull up to 50 lbs., occasionally move up to 200 lbs. with leveraging aid.
- 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.
- Ability to operate vehicles.

Initiative: 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.

Dependability: Ability to be reliable, thorough, punctual, accurate, assumes responsibility for share of the workload; works with minimal supervision.

Integrity: Demonstrates history of personal and professional honesty and integrity.

Acceptance of Criticism: Accepts advice and constructive criticism; demonstrates acceptance of responsibility for one's own mistakes, and has the ability to learn from past mistakes.

Problem-Solving: Analyzes problems, develops options, and creates pro-active plans within the department and in partnership with the community.

DIFFICULTY OF WORK

Incumbents must deal with a variety of changing situations and deals with a variety of individuals under possibly threatening and stressful conditions. The incumbent must determine proper and legal courses of action and solve practical problems using skills and techniques of police science, following general and broad departmental procedures, and within a framework of ordinances, statutes, laws, and court decisions. The nature of the work precludes the application of specific guidelines and set precedents. The incumbent is required to use individual judgment with wide latitude in decision making processes.

RESPONSIBILITY

The Police Officer receives guidance in the form of departmental policies, supervisory reviews of work accomplishments, and the availability of senior officers for guidance in unique situations. The incumbent's actions and decisions, applied in critical and stressful situations, may affect the safety and lives of the incumbent, co-worker, suspects of illegal activities, and citizens in Parachute.

PERSONAL RELATIONSHIPS

The success of the incumbent in performing assigned work activities and the acceptance of the Police Department is dependent upon the working relations of the incumbent employee. The incumbent must effectively deal with individuals seeking assistance and advice, individuals under mental and emotional stress, and individuals committing criminal offenses and threatening life and property. Incumbents must deal cooperatively and effectively with court officials, outside enforcement authorities, etc.

WORKING CONDITIONS

Incumbents are subject to traffic hazards while patrolling and responding to emergencies in all traffic and weather conditions. The incumbent is exposed to verbal and physical abuse while performing assigned duties and may be threatened and/or attacked with dangerous weapons while dealing with criminal and emotionally disturbed individuals.

COMMENTS

The Town of Parachute is an Equal Opportunity Employer. Pursuant to the Immigrations Reform and Control Act, it is the Town's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the scope and intent of the job description for this position.

Employee

Date

Town of Parachute Representative