



## **JOB DESCRIPTION**

<b>Department:</b>	Public Safety
<b>Position:</b>	Police Officer
<b>Wage status:</b>	Hourly, full time
<b>Supervised by:</b>	Police Chief
<b>Supervision Over:</b>	Supervision of Reserve Police Officers
<b>Position Objective:</b>	Protects the lives, safety, health, welfare and property of individuals within the corporate limits of Hayden by enforcing municipal, state and federal ordinances, statutes and laws. Incumbents may be assigned to the Patrol Division, Investigations Division, 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 sciences gained through extensive training and experience. Does related work as required.

### **DUTIES AND RESPONSIBILITIES:**

- I.** May be assigned to the Patrol Division and required to perform the following essential job functions:
1. Patrol assigned district(s) within the corporate limits to deter illegal activities and to protect and preserve the safety and security of individuals, buildings, neighborhoods and district(s).
  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. Performs 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 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 summonses necessary to charge individuals with violations of ordinances, statutes and laws including petty, misdemeanor and felonious offenses.
6. May make arrests and take suspects into custody including the reading of rights, search, booking, and transport of individuals to holding and jailing facilities.
7. Appears in municipal, county and district courts to offer testimony relative to the investigation and charging of individuals with non-criminal and criminal offenses.
8. Prepares a variety of routine and non-routine reports and records necessary information for the reporting of specific criminal and non-criminal incidents, etc.
9. Offers assistance to citizens of and visitors to Hayden including the giving of directions and information, calling for vehicular roadside assistance, locating lost children, etc.
10. Inspects patrol vehicle, operates vehicle under routine and emergency conditions.
11. Maintains equipment; participates in roll call; maintains awareness of beat activities.
12. Attends and participates in prescribed courses of physical training, classroom instruction and field exercises, 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.
13. Is responsible for Animal Control. Issues warning notices of violations and impounds stray, vicious or injured animals.
14. Other duties as may be assigned by Supervisors

## **II.**

May be assigned to the Investigations Division and perform other essential functions of the following nature:

1. Receives case assignments relative to felonious crimes reported within Hayden corporate limits and misdemeanor and petty crimes

not cleared through preliminary investigations. May be assigned to specialty areas including crimes against persons, crimes against property, juvenile cases, intelligence, etc.

2. 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.

3. Cooperates with outside law enforcement jurisdictions and agencies necessary for the continuing investigation of cases, suspects, and/or to gather criminal intelligence data.

4. Confers with the district attorney's staff in the investigation of cases and the preparation of criminal charges.

5. Prepares supplemental records and reports necessary to obtain warrants, for the preparation of charges, to document investigations, to close and/or clear cases, etc.

6. Testifies in courts relative to the facts of cases and investigations, the custody of evidence, etc.

7. May counsel parents and juveniles relative to juvenile cases. May cooperate with court officials, social workers and agencies, etc., in the filing of charges, the deferral of sentencing, the placement of juveniles in alternative environmental settings, etc., as provided by the Colorado Children's Code.

8. May receive special staff assignments under the supervision of administrative command officers relative to the research and preparation of departmental policy and procedure, training development and scheduling, etc. May receive special assignment to the front office including the receiving of citizen complaints, assisting the public in the preparation of accident forms, giving and receiving non-routine police related information from the general public in person and by telephone, maintaining records and files, etc.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. **JUDGEMENT:** Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (i.e., life and death) situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound

decisions in a timely manner; sizes up a situation quickly and takes appropriate action.

2. **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.

3. **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.

4. **ORAL COMMUNICATIONS:** Speaks in a clear, understandable manner and comprehends various types of information (e.g., accounts of past events, directions, explanations, ideas, etc.); talks effectively with persons of divergent cultural and educational backgrounds; speaks with good pronunciation, projects voice clearly, effectively uses police radio.

5. **WRITTEN COMMUNICATION:** Writes clearly and concisely; uses acceptable grammar, punctuation and spelling; writes reports that are well organized, complete and accurate.

6. **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.

7. **TEAMWORK:** Establishes and maintains effective working relationships with co-workers, 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 advice and constructive criticism in a positive manner and learn from the experience of others.

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

9. **EMOTIONAL SELF-CONTROL:** Maintains 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.

**10. 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.

**11. DRIVING SKILLS:** Demonstrates ability to control vehicle in routine and emergency situations; complies with departmental and state driving and safety regulations; has a good driving record.

**12. PHYSICAL ABILITY:** Maintains physical condition and fitness; demonstrates the ability to meet the physical demands of the job.

- a. ability to sit in a vehicle for an extended period of time;
- b. ability to run fast enough and far enough to catch fleeing criminals;
- c. ability to run to safety when confronting certain situations;
- d. ability to use strength and quickness to rescue endangered persons;
- e. ability to physically separate individuals that are fighting or preparing to fight;
- f. ability to function for extended periods with little rest;
- g. ability to work varied hours and adjust sleep patterns;
- h. ability to withstand extreme weather conditions;
- i. maintain a valid driver's license;
- j. ability to participate in physical fitness training.

13. **ADAPTABILITY:** Ability to adapt to changes in working conditions (e.g., changes in patrol assignment, shift changes, different types of incidents that must be handled one right after another, etc.).

14. **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.

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

16. **INTEGRITY:** Demonstrates history of personal and professional honesty and integrity.

17. **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.

18. **ACCEPTANCE OF CRITICISM:** Accepts advice and constructive criticism; demonstrates acceptance of responsibility for one's own mistakes, and ability to learn from past mistakes.

19. **PROBLEM SOLVING:** Analyzes problems, develops options and develops pro-active plans within the department and in partnership with the community.

20. **EDUCATION:** High school graduate or GED; five years law enforcement experience and/or AA Degree with 1 year experience.

21. **CITIZENSHIP:** United States citizen or legal authorization to work in the United States.

22. **CONVICTION RECORD:** No felony convictions.

#### **DIFFICULTY OF WORK:**

Incumbents must deal with a variety of changing situations and deal with a variety of individuals under possible 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 department 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 judgement with wide latitude in decision making processes.

**RESPONSIBILITY:**

The incumbent receives guidance in the form of departmental policies, supervisory review 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-workers, suspects of illegal activities, and citizens of Hayden. Errors in judgement or action could affect citizen acceptance of the Police Department and/or financial and legal consequences. Decisions made by incumbents may have serious and far reaching effects on individuals.

**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.

**PHYSICAL DEMANDS:**

The incumbent normally works under moderate physical demand while on patrol, however, may be subject to strenuous physical effort in the pursuit, apprehension and control of resisting and threatening individuals.

**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.