

# CITY OF WOODLAND PARK JOB DESCRIPTION

**Title:** Police Officer I

**Department:** Police

**Grade:** 8.1



**CORE VALUES:** Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

## SUMMARY

Enforces City Ordinances, Colorado State laws, Federal laws, and provides police services. Performs patrol, investigation, traffic, and related law enforcement activities. Works independently.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enforces laws and ordinances. Provides police services.
2. Works on rotating shifts performing patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
3. Works as a detective when so assigned.
4. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
5. Carries out duties in conformance with the United States Constitution, the Colorado Constitution, Federal law, State law, County and City ordinances.
6. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
7. Responds to emergency and regular radio calls for enforcement or police service.
8. Participates in investigating and solving crimes and incidents Interviews suspects, witnesses and victims. Obtains and preserves evidence. Compiles information regarding these cases. Prepares cases for filing of charges, testifies in court, and performs related activities.
9. Prepares and serves arrest and search warrants in both routine and high risk situations.
10. Conducts traffic control activities including directing traffic, investigation of traffic accidents, and enforcement of traffic law, and traffic safety activities. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
11. Prepares a variety of reports and records.
12. Undertakes community oriented police work, and assists citizens with such matters as crime prevention, traffic safety, etc.
13. Coordinates activities with other officers or other City Departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the District Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
14. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

## **ADDITIONAL RESPONSIBILITIES**

1. Maintains departmental equipment, supplies and facilities.
2. Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
3. Serves as a member of various employee committees.
4. Provides instruction to officer's employees and the public when assigned.
5. Performs public speaking and presentations as assigned.
6. Serves as lead worker with Reserve Officers and Police Cadets when assigned.

## **SUPERVISION RECEIVED**

Works under the general supervision of a Police Sergeant.

## **SUPERVISION EXERCISED**

None.

## **DESIRED MINIMUM QUALIFICATIONS**

### Entry Level

#### General

1. Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.
2. Must possess, or be able to obtain by time of hire, a valid Colorado State driver's license.
3. No felony convictions or disqualifying misdemeanor convictions as specified by Colorado law.
4. Must be able to read and write the English language.
5. Must be of good moral character and of temperate and industrious habits.
6. Ability to meet Department's physical standards.
7. Must pass a background check as described in Woodland Park Police Policy entitled Police Employee Selection.

#### Education and Experience

1. High school diploma or equivalent.
2. Two year degree or bachelor's degree is preferable.

#### Necessary Knowledge, Skills and Abilities

1. Knowledge of modern law enforcement principles, procedures, techniques, and equipment. Skill in operating the tools and equipment used in law enforcement.
2. Ability to learn the applicable laws, ordinances, and department rules and regulations.
3. Ability to perform work requiring good physical condition.
4. Ability to communicate effectively orally and in writing.
5. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
6. Ability to exercise sound judgment in evaluating situations and in making decisions.
7. Ability to follow verbal and written instructions.
8. Ability to meet the special requirements listed below. Ability to learn the City's geography.

## **SPECIAL REQUIREMENTS**

Willing to meet Department standards for ethical behavior. Willing to use physical and deadly physical force when reasonable and when necessary to do so. Must be able to testify effectively in court. May be required to carry firearms off duty.

All police employees are subject to recall to duty at any time. All employees may be required at all times to carry phones or pagers for this or other purposes.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, handgun and other weapons as required, first aid equipment, personal computer including office software, and any other necessary police equipment.

## **PHYSICAL DEMANDS**

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 this job, the employee is frequently required to sit and talk or hear. The employee must be able to drive cars for long periods. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls and to write or type; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may have to walk long distances wearing equipment and weapons. The employee may have to run for safety or to pursue suspects.

The employee must occasionally lift and/or move more than 100 pounds. Employee must be able to use physical force to subdue suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision may be corrected.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 this job, the employee frequently works in outside weather conditions. The employee spends long periods in police cars. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES/ADDITIONAL INFORMATION**

Formal application; review of education and experience; appropriate testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination; drug test; medical examination; and final selection.

Lateral Entry experienced Officers must be able to meet all Entry Level requirements listed above and must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application. These officers may at the discretion of the Chief and City Manager be hire at grade 8.

Grade progression

Police officers with less than two years satisfactory experience are hired at grade 7. Officers with two years satisfactory performance progress to grade 8.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_