



TOWN OF MONUMENT JOB DESCRIPTION

Job Title:	Police Officer
Department:	Police Department
Reports to:	Police Sergeant
Supervises:	None
Status:	Non-Exempt

Purpose:

The patrol officer's job is to uphold and enforce all laws and Municipal ordinances, to protect lives and property, maintain peace and order in the community, including but not limited to, patrolling in a squad car or on foot, control traffic, prevent crime or disturbances of the peace, and arrest violators.

The officer will familiarize him/herself with the geography of the area and with persons living in the area; they will investigate suspicious persons and establishments; report hazards; disperse unruly crowds at public gatherings; render first aid when necessary, investigate causes and results of traffic crashes; direct traffic around fires, parades and other disruptions; warn and arrest persons violating motor vehicle regulations and safe driving practices, monitor traffic to detect stolen vehicles, provide information and assistance to motorists; conduct preliminary investigations, write and file all facts, records, and information involved on appropriate reports for possible use in court, and locate, preserve, and collect evidence of crimes and recovered property; appear in court as a witness in criminal, traffic, and civil cases; observe buildings and areas to evaluate security needs and recommend measures to make them less vulnerable to crime, speak to community groups to inform them of crime prevention and security measures; work with neighborhood groups, organizations and individuals to address community concerns and problems to improve the quality of life in our community.

The essential functions listed below are not intended to be all inclusive and may be expanded to include other duties or responsibilities that may be deemed necessary.

Performs other work as requested or assigned.

Duties:

Patrol Officer

- Prepares reports on offenses, calls for service, or other police activities, as well as administrative reports as directed
- Attends and successfully completes all required training including roll call, in-service, and firearms training and other classes and seminars
- Enforcement of Federal, State, County, and Municipal Ordinances to maintain order and discipline.
- Provide courtroom testimony beyond normal working hours in the prosecution of felony and misdemeanor crimes, as well as traffic offenses.
- Assist in the resolution of civil disputes.
- Performs patrol, investigation, traffic, and related law enforcement activities.
- Patrols town streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, or detect and investigate misconduct involving misdemeanors, felonies and other law violations.
- Conduct traffic control when required.
- Provide for high and low risk warrant service when directed.
- Respond to requests from the public in emergency situations.
- Provide for first responder medical aid when necessary.
- Provide assistance to outside law enforcement agencies.
- Familiarize him/herself with the known criminal element and crime patterns within the town and collect and disseminate this information within the department.
- Investigate major and minor crimes and major and minor traffic collisions.
- Secure crime scenes and process evidence, as required.
- Prepare reports, complaints, affidavits, and other related documents; and
- Transport suspects arrestees to jail.
- Utilize various tools and equipment to process crime scenes, including, but limited to: photographic equipment, video equipment, latent fingerprint kit, special lighting, evidence packaging materials, gunshot residual kits, narcotics test kits, weight scales, etc...
- Utilize various tools and equipment to process and illustrate collision scenes, including, but not limited to: photographic equipment, measuring equipment, safety devices (flares, cones, etc.)
- Perform administrative activities such as: assist in maintaining departmental equipment; compile reports and statistical law enforcement data as directed;
- Maintain a good working knowledge of constitutional law, state law, case law, city ordinances, and department policy and procedures to effectively perform required tasks and duties.
- Maintain good community relations through communication and interaction with citizens and business people of the community.
- Work with department guidelines set out by training, policies, procedures and performance standards.

- Works within the framework set down by state statutes, case law and constitutional law.

Community Resource Officer

- Performs all of the duties of a police officer
- Collects and organizes materials, prepares and delivers lectures, and plans and implements activities to educate and advise school students, teachers, parents, and civic and business groups on such topics as personal and public safety, drugs, safe driving, and law enforcement.
- Coordinates activities between schools, clubs, other organizations, and the Police Department to administer crime prevention programs.
- Talks with students, teachers, parents, and other individuals to establish rapport, identify problems, offer assistance, and aid students in danger of becoming delinquent.
- Surveys homes, businesses, and other establishments to evaluate needs and to recommend safety and security measures.
- Initiates a neighborhood watch and crime prevention activities, giving special attention to high accident or crime areas.
- Regularly solicits and establishes communications with senior citizens, juveniles, landlords, tenants, businesses, civic leaders, and other citizens.
- Actively works toward improvement of unit and department.
- Supportive of department programs and projects. Works closely with the lieutenant, sergeants, officers, other town departments, and other agencies to identify and provide solutions to problems in neighborhood of assignment.

Detective

- Performs all of the duties of a police officer
- Handling all cases that are assigned to him/her
- Assumes responsibility for the successful resolution of all investigation assigned Investigates and conducts follow-up investigations; serves arrest warrants; makes arrests
- Evaluates criminal cases and formulates work plan for investigation
- Locates and preserves evidence; prepares intelligence reports
- Locates suspects and witnesses; takes testimony and interrogates; interviews victims and witnesses; ensures completeness and legal adequacy of information.
- Prepares a variety of arrest and court related documents; writes reports; provides court testimony; maintains records.
- Prepare cases leading to successful prosecution, where applicable
- Keeping detailed records of investigations and initiating reports on each case assigned as required by department policy. A report shall be made or amended on each day that further progress is made in an investigation.
- Studying and applying sound investigative techniques and improving his/her effectiveness by conducting thorough interviews and interrogations, making

effective use of records and reports and ensuring for the proper collection, identification, analysis, preservation and presentation of evidence

- Initiates criminal investigations through investigative effort, confidential informants and civilian contact.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas

Qualifications:

- High School diploma or G.E.D
- Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.
- Possession of a valid Colorado driver's license required

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.

- Effect arrests
- Subdue resisting individuals
- Run a short distance to persons requiring emergency assistance or apprehension
- Lift, carry, move, and/or drag equipment and persons, occasionally more than 100 lbs.
- Force entry into buildings
- Climb flights of stairs, ladders, fences, and move over obstacles
- Walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving)
- Reach, grasp, push, pull, perform repetitive motions, or lay for extended periods of time.
- Perform lifesaving procedures
- Maintain proficiency with assigned weapon systems
- Confront armed suspects
- Drive motor vehicles under emergency and non-emergency conditions
- Communicate clearly with supervisors, subordinates, and the public
- Constantly think quickly and use sound judgment
- Maintain mental alertness under adverse and life-threatening situations
- Control personal feelings and emotions
- Maintains proficiency with firearms, arrest control tactics and other tools and techniques as assigned

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.

- Exposure to all and extreme weather conditions;
- Exposure to varying light conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
- Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.