

## TOWN OF PALISADE, COLORADO

### Police Officer

**Department/Division:** Police Department  
**Work Location:** 175 East Third Street, Palisade, CO

#### **GENERAL STATEMENT OF DUTIES**

Under general direction of the Chief of Police and Police Sergeant, to perform patrol, investigate, service and enforcement functions, to generally provide for the safety of the public, and to perform related duties as required.

#### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Palisade retains the right to modify or change the essential and additional functions of the job at any time.*

- Patrols the Town on foot and/or in a radio-equipped patrol car, motorcycle, or bicycle. Performs complex investigation, renders service, enforces traffic and criminal laws, and generally provides for the safety of the public.
- Interacts and works with diverse groups of people, in a professional and courteous manner, within the department and the community to render service and collect information.
- Uses problem solving skills, creativity, and innovative approaches to identify community concerns, present options of courses of action, identify resources, plan for implementation of desired changes, and evaluate success.
- Coordinates information and resources among other department employees, public and private agencies, and citizens regarding crime problems and solutions. This includes the following:

Works with other Town employees as well as public and private agencies in designing and implementing problem-solving strategies.

Locates and organizes resources needed to implement strategies.

Shares information with other department members.

Establishes two-way communication and acts as an informational source to citizens regarding crime problems and solutions.

- Reads and applies department policies, rules, regulations, instructions, laws and ordinances, and general literature pertaining to policing.
- Analyzes and interprets legal codes and criminal evidence.
- Prepares written reports and memoranda summarizing information.

- Uses computers for reports, communications, and information retrieval.
- Communicates with customers, citizens, and team members in a professional and effective manner.
- Understands and works to implement Town and departmental goals and policies.
- Responds to emergency situations, takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures.

### **ADDITIONAL DUTIES**

- Performs other duties as may be assigned or required by the Police Chief or Town Administrator.
- Testifies in court regarding policing duties

### **REPORTING RELATIONSHIPS**

#### **Supervision Received:**

General supervision is received from the Chief of Police and Sergeant.

#### **Supervision Exercised:**

None

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

#### **Education and Experience:**

Requires graduation from high school. Two years of college credit must accompany a GED before consideration for employment will be made. Must be P.O.S.T. certified.

#### **Special Qualifications:**

- State of Colorado law enforcement certification
- Valid Colorado Driver's License
- Must be 21 years of age
- Bi-lingual (Spanish) preferred
- No felony convictions
- No non-traffic related misdemeanor within the previous 36 months.
- No eight points or three moving violation convictions, or a suspended, restricted, or revoked license in the previous 36 months.
- No conviction for violation of law resulting in prohibition of possession of firearms.
- No history of illegal drug use

#### **Knowledge of:**

- The Principles, techniques and methods used in modern police service and criminal justice administration.

#### **Ability to:**

- Analyze data and generate comprehensive reports and presentations.

- Demonstrate competent leadership qualities.
- Communicate effectively both verbally and in writing.
- Maintain sensitive and confidential information.
- Dependable
- Compose, interpret and apply a variety of departmental policies and procedures.
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and the community.
- Successfully pass the Minnesota Multiphasic Personality Inventory (MMPI) or other relevant psychological evaluation as may be required from time to time.

### **EQUIPMENT USED**

- Motorized vehicles.
- Surveillance cameras, recorders and sound devices
- Standard office equipment including, personal computer and associated hardware and software, telephone copier, calculator, radio and fax.
- Firearms and non-lethal weapons, such as, pepper spray, Tasers, and rubber cartridges and beanbags.

### **WORK ENVIRONMENT**

Work is conducted in a standard office environment as well as by patrol vehicle in all weather conditions.

### **PHYSICAL AND OTHER REQUIREMENTS**

Work requires confidentiality, judgment, and problem solving skills; safe driving, reading, comprehension, verbal and written communication, must have correctable vision to 20/20, hearing, detailed work, frequent customer contact often with citizens who are angry, upset, and/or distraught. Work requires individuals to meet physical and mental demands associated with arrest and control techniques, civil unrest and other tactical situations.

Requires occasional heavy, over 50 pounds, lifting and carrying, pulling, pushing, walking, reaching, twisting, crawling, kneeling, squatting, climbing, standing, bending/stooping, exposure to sun and other adverse or inclement weather, slippery/uneven surfaces, and noise. Frequently requires working irregular/protracted hours including days, evenings, nights, weekends, varied shifts, holidays and unanticipated overtime. Map reading is required. Often will be required to lift, pull, or drag a person. Work around excessive intermittent noise, dust, fumes, smoke, gas, exposed to bio-hazardous material, blood-borne pathogens, or other health considerations, and unusual fatigue factors.