

**TOWN OF  
HOTCHKISS  
POLICE OFFICER**

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EXEMPT:	No	DEPARTMENT:	Police
REPORTS TO:	Police Chief	PAY RANGE:	DOE

**GENERAL PURPOSE**

Under general supervision, but under standard procedures and laws, performs a wide variety of police and law enforcement duties, including the protection of property, crime detection, and public safety. May be required to work an area of specialty as needed and assigned.

**SUPERVISION RECEIVED**

Individual works under the supervision of the Police Chief and Police Sergeants.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Responds to priority calls regarding public disturbances, criminal, civil or emergency situations.
- Investigates crime scenes or accidents and assists other officers.
- Detects and prevents criminal activities by surveillance of assigned business and residential areas. Notes possible criminal occurrences and takes steps to prevent criminal actions.
- Promotes crime prevention by initiating contact with businesses and residents including explaining applicable laws, soliciting cooperation in crime reporting, and otherwise creating good rapport with citizens.
- Protects evidence, takes testimony from witnesses, and assists detectives in specialized investigations.
- May provide emergency medical assistance, traffic control, and otherwise ensure attention is given to public safety.
- Enforces traffic laws, vehicle codes, and promotes traffic safety. Notes illegal or unsafe driving practices and advises or makes arrests as appropriate. Directs traffic, reports unsafe road conditions, and otherwise promotes vehicular and pedestrian safety.
- Conducts a variety of community oriented policing activities, including eliciting business and community participation, working with community groups, conducting welfare checks, and other community policing activities as requested.
- Prepares a variety of daily reports and logs and manages case information.
- Prepares and provides testimony in court and works with prosecution attorneys.
- Provides a variety of related police services including transport of detainees, assistance to motorists, and mediating family disturbances.
- Provides support for code enforcement and animal control activities. Issues appropriate citations and takes immediate actions to mitigate problems and disputes.

- At advanced levels, may be assigned as a Field Training Officer, School Resource Officer, Detective, Drug Task Force Member, SWAT Team Member, or other specialty assignment.
- May conduct or assist with investigations involving felonies or other serious offenses and works closely with prosecution regarding such cases.
- Trains other officers in areas of expertise or specialty.
- Performs other related work, as required and assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:*

- Must live within a 40-minute response time from home to the Mead police station.
- Knowledge of police department policies, as well as municipal, state, and federal laws with the ability to properly apply them in appropriate circumstances.
- Knowledge of emergency medical and first aid practices. First Aid/CPR certified.
- Knowledge of applicable laws, Town ordinances, and State statutes.
- Skill in operating motor vehicles in hazardous situations.
- Skill in using weapons and other police equipment.
- Skill in dealing tactfully and effectively with citizens in a wide variety of stressful situations.
- Ability to observe and assess potential problems and formulate proposed solutions.
- Ability to act effectively in crisis situations.
- Ability to investigate situations and prepare written reports.
- Ability to make oral presentations.
- Ability to physically detain law violators.
- Ability to pass the standard medical exam within normal parameters specifically with regard to the listed essential job functions.
- Ability to perform all essential physical functions of the job, with or without reasonable accommodation.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before groups.
- Ability to communicate with victims, suspects, and other police officers.
- Ability to interpret mathematical data including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **EDUCATION & EXPERIENCE**

- High school diploma or equivalent (GED). An undergraduate degree from an accredited college or university is strongly preferred.
- Must be at least 21 years of age.
- Must have completed, or be in the process of completing police academy.
- Must be able to obtain and maintain a variety of law enforcement certifications.
- Must be able to successfully remain current on all Hotchkiss Police Department and Colorado POST training requirements.

## **LICENSES AND CERTIFICATIONS**

- Must possess a valid Colorado Driver's License and maintain a satisfactory driving record.
- Must possess State of Colorado Peace Officers' Standards Certificate (POST Certification).

## **DISQUALIFICATIONS**

The following criteria will cause the disqualification of an applicant from the selection process for any position with the Hotchkiss Police Department.

### **Drug/Alcohol Use**

- Use of marijuana *in any form* within one year.
- Any arrest for Driving Under the Influence or Impaired by alcohol or drugs in the last five years unless the case was dismissed.
- Influence of any other illegal drug within the last five years.
- Any production, cultivation, transportation, or sale of illegal drugs.
- Any instance of fraudulently obtaining a prescription medication or controlled substance or forging a prescription order.
- Evidence of current excessive alcohol use.
- Use of any illegal drug, on or off duty, while employed as a law enforcement officer.

### **Driving Record**

- Any citation for reckless driving or speed contest/drag racing in the last five years (determined by cited offense, not by plea disposition).
- Any driver's license revocation, denial, suspension, or cancelation within the last five years.
- Any driver's license revocation as a Habitual Traffic Offender.
- Any Hit and Run accidents within the last five years.

### **Certification/Eligibility**

- Falsifying documentation of a college degree, transcript, or specialized training.
- Falsifying documentation of law enforcement certification.
- Knowingly falsifying requested information during the selection process.
- Cheating on any portion of the selection process.

### **Military Service**

- Any dishonorable discharge from military service.

### **Criminal History**

- Conviction of any crimes prohibiting P.O.S.T Board certification (*police officer applicants only*). To see "misdemeanors affecting certification" by P.O.S.T., go to [Colorado POST Disqualifying Misdemeanors](#).
- Conviction of any domestic violence-related offense.
- Any felony conviction.
- Any felony adjudication as a juvenile.
- Self-admitted commission of any felony as an adult.
- Applicant is currently subject to any restraining order pursuant to a domestic violence proceeding, or which prohibits them from possessing a firearm.
- Any pattern of criminal activity (self-admitted or otherwise).

### **Character**

- Falsified a written report.
- Given perjured sworn testimony at any time as an adult.
- Offering or paying a bribe at any time.
- Current or former member or supporter of any group that seeks to alter the form of government of the United States of America by unconstitutional means.
- Prior conduct that could bring discredit upon the Department, or the individual.

### **Previous Law Enforcement**

- Soliciting or accepting a bribe at any time as a law enforcement officer.
- Giving false statements or falsifying a report at any time as a law enforcement officer.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*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. 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 of this position.*

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
<b>Physical Task</b>	<b>Frequency</b>	<b>Physical Surroundings</b>	<b>Frequency</b>
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	F
Walking	F	Outside Work	F
Running	O	Walking on uneven surfaces	O
Stooping	O	Working at height	O
Kneeling	O	Other:	
Squatting	O		
Climbing	O	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	O
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	O
Visual Acuity: Near	F	Light/Power Equipment Ops	R
Visual Acuity Far	F	Heavy Equipment Operation	R
Depth Perception	F	Work in Traffic	F
Color Discrimination	F	Local Travel	F
Peripheral Vision	F	Out of Town Travel	R
Talking	C	Other:	
Hearing	C		
Other:		<b>Weight of Objects Moved</b>	
		Over 100 pounds	R
		Over 50 Pounds	O
		Over 10 pounds	F

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.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date