

TOWN OF ESTES PARK, COLORADO

**POLICE OFFICER I**

DESCRIPTION OF WORK

General Statement of Duties:

Receives training in and performs entry-level law enforcement work.

Supervision Received:

Works under the supervision of higher-ranking or senior officer, or assigned training officer.

Supervision Exercised:

None.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job; the duties listed are not intended to be an exhaustive list of responsibilities or qualifications with the job. The Police Officer I will need the ability to discern and perform other duties as assigned.

1. **Training:** Receives training as follows:
  - A. Applicable laws and ordinances.
  - B. Town and department policies and procedures.
  - C. Criminal investigation.
  - D. Collection and preservation of evidence.
  - E. Patrol and Traffic Procedures.
  - F. Defensive tactics.
  - G. Use of firearms and non-lethal weapons.
  - H. Police cruiser operation.
  - I. Police Dynamics and Character First.
  
2. **Job Duties:** (On rotating shift basis):
  - A. Operates a police cruiser while patrolling, or under emergency conditions.
  - B. Responds to calls for assistance, including ambulance, fire, criminal activity, and fellow officers.
  - C. Performs traffic control.
  - D. Enforces laws and ordinances.
  - E. Apprehends and detains suspects.
  - F. Prepares written accident, incident and other reports.
  - G. Maintains minimum levels of performance in all trained areas.
  - H. Performs other work as required.

3. **Additional Examples of Work:** Following is a description of additional work to be performed by personnel in this position, which are not essential functions of the job:
- A. Attendance at community functions for purposes of public relations.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

1. Ability to demonstrate responsibility by observing situations, accurately record them and reacting quickly and calmly.
2. Ability to act with tact and impartiality.
3. Ability to deal effectively and courteously with fellow officers and the general public
4. Ability to develop skill in the use of firearms and operation of police vehicles.
5. Ability effectively communicate in English, both verbally and in writing.
6. Ability to exhibit imagination, initiative and discernment in problem-solving when coping with a variety of law enforcement situations.
7. Ability to demonstrate obedience by following written and oral instructions.
8. Ability to pass standard medical exam within normal parameters specifically with regard to the listed essential job functions.
9. Ability to display a virtuous life.
10. Ability to demonstrate humility and diligence in day to day operations.
11. Must possess a benevolence and ability to serve both the public and co-workers with humility and co-actively.
12. Ability to demonstrate dependability by fulfilling what is consented to do, even if it means unexpected sacrifice.

Special Requirements:

1. Must be at least 21 years of age.
2. Must be a Colorado Certified (or Certifiable) Police Officer preferred.
3. Must have valid and current drivers license.
4. Must have dependable transportation.
5. Must be able to work rotating shifts.
6. Must have no felony convictions or misdemeanor violent crime convictions.

Education:

High School Graduate or equivalent.

Experience:

None.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_