



# City of Ouray

## Job Description

<b>Title:</b>	Police Officer	<b>Code:</b>	<b>411</b>
<b>Division:</b>	Operations	<b>Effective Date:</b>	01/2016
<b>Department:</b>	Police	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **working level professional law enforcement duties** related to delivering day-to-day public safety and policing functions of the city police department; including quality assurance in serving the needs of the citizens, enforcing the laws, maintaining the peace and security and rendering aid to citizens; performs police operations including code enforcement, patrol, crime prevention, investigations, traffic, animal control, records, and participates in Community Policing programs and day-to-day community relations.

### SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or Sergeant.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**General Law Enforcement Performance Expectations:** Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Colorado; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

**Operations:** Patrols the City on foot and/or in a radio-equipped patrol car; performs complex investigation, renders service, enforces traffic and criminal laws, and generally provides for the safety of the public; analyzes and interprets legal codes and criminal evidence; prepares written reports and memoranda summarizing information.

Performs traffic enforcement while patrolling to insure the safety of the city streets; operates police vehicle and other department equipment in a manner to maximize life span and provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime.

Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators as appropriate; investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve cases and to bring suspects before proper judicial process; investigates traffic accidents, reconstructs accident scenes; documents and reconstructs crime scenes; enforces traffic and parking violations; directs traffic and assists motorists as needed..

Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable; administers "first responder" aid.

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; Coordinates information and resources among other Department employees, public and private agencies, and citizens regarding crime problems and solutions; works with other City employees (commissioned and non-commissioned) 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.

Organizes and directs a Community policing group (i.e. Ouray Safe Neighborhoods Community Policing Group); performs as a school resource officer as assigned.

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.

Performs all duties of an Animal Control Officer, including catching stray domestic animals and transporting them to an animal shelter. Conducts Animal Control related investigations, files appropriate criminal charges and prosecutes Animal Control related cases.

Assists Colorado Parks & Wildlife with wildlife issues within the City limits of Ouray.

**Code Enforcement:** Advises property owners, appropriate parties of concerns and potential violations: obtains facts necessary to determine proper course of actions; coordinates and monitors solutions.

Surveys the community and/or responds to complaints related to improperly stored, abandoned or improperly utilized vehicles, excessive weed growth, improper storage of chemicals, garbage and debris, building and rental code violations and related codes.

Testifies in court regarding policing duties.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a college or university with an associate's degree in police science, criminology or other related field;

AND

B. Two (2) years of progressively responsible law enforcement experience;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some knowledge of** law enforcement principles, methods and techniques; legal and political environment associated with police work and law enforcement; federal, state, county and city ordinances; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; police tactics, negotiations, resources, command structure and use of force; court room procedures and laws of evidence, interpersonal communication skills and public relations; local geography, road systems, and boundaries; standard first-aid administration; English, grammar and technical writing skills. **Some knowledge of** principles of psychology and sociology.

**Some Skill in** the art of diplomacy and cooperative problem solving; evaluation of tactical and operational requirements of law enforcement situations; the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts. **Skill in** the operation of computer technologies, police car, police radio, handgun and other weapons.

**Ability to** provide services in cooperation with the community in a manner consistent with the standards of the Ouray Police Department and the City of Ouray; learn and perform department self-defense and control techniques and the use and control of firearms; interact and work with others appropriately, respectfully, and effectively in a work place and community of diverse cultures, ages, genders, and socioeconomic backgrounds; exercise sound judgment in evaluating and making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public; maintain strict confidentiality related to sensitive administrative information.

3. Special Qualifications:

Successful completion of a pre-employment physical, psychological and polygraph evaluation and drug test. Requires participation in random drug and alcohol testing. Must reside within 10 minutes of Ouray City Hall. Must possess a valid Colorado driver's license. Must possess and maintain a state of Colorado Law Enforcement Certification (POST). Must rotate in "on-call" scheduling. Must obtain and maintain various certifications related to Incident Command System (ICS) and National Incident Management System (NIMS) disaster preparedness, including ICS, NIMS and FEMA.

4. Work Environment:

Tasks require a variety of physical activities generally involving minor muscular strain such as walking, running, and standing, stooping, sitting and reaching. Talking, hearing and seeing required to perform daily functions. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Must stand ready to engage in life and death decision-making. Periodic travel required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)