

## TOWN OF KREMMLING JOB DESCRIPTION

<b>JOB TITLE:</b>	Police Officer
<b>DEPARTMENT:</b>	Kremmling Police Department
<b>FLSA Status:</b>	Non-exempt

### **JOB SUMMARY:**

Performs law enforcement duties in the protection of life and property within the Town of Kremmling.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*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 Kremmling retains the right to modify or change the duties or essential functions of the job at any time.*

- Protects general public by maintaining safety standards and enforcing all laws and Colorado revised statutes including, but not limited to, traffic control, and town ordinances.
- Provides community policing by conducting area and district patrol of residential and commercial areas, and foot patrol of problem areas near homes, schools and parks.
- Delivers crime prevention education to students regarding Colorado laws, drug and alcohol abuse, and crime stoppers information.
- Monitors traffic and ensures safety through surveillance operations and the issuance of traffic violations where necessary.
- Enforces Town ordinances concerning parking, littering, weed control and vehicle licensing.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Conducts special projects and assignments as required.

### **EXPERIENCE AND TRAINING:**

**Minimum Education:** High School diploma or GED equivalent. Bachelor's degree in the field of criminal justice preferred

**Job Requirements:** Previous experience in public interface is desirable.

**Special Training or Experience:** Colorado Law Enforcement Training, Colorado Peace Officer Standards and Training Certificate. Successful completion of Handgun, Shotgun, and Patrol Rifle (If authorized) Qualification training. First Aid and CPR certifications.

**REPORTING RELATIONSHIPS:**

This Position Reports to: Chief of Police

This Position has Supervisory and/or Management Responsibility for: none

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Colorado laws and revised statutes
- Knowledge of law enforcement procedures and standards. Ability to conduct law enforcement duties including arrest control, firearm safety, DUI restraints, felony stops, and controlled substance detection.
- Skills in evaluating potential crime situations and formulating action plans.
- Ability to communicate with the general public on various issues related to crime prevention and enforcement.
- Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relationships with other professionals, other organizations, and the general public, as well as effectively communicate with Town Officials when needed.

**EQUIPMENT USED:**

Police vehicle, radio, radar, telephone, handcuffs, sidearm, firearms, mace, flashlight, body armor, safety/restraining equipment, computer, copiers, fax, typewriter, and other business/office equipment.

**ENVIRONMENTAL CONDITIONS:**

Approximately 50% of this position's duties are performed in the external environment while the other 50% of the time duties are performed indoors in a law enforcement environment. The incumbent may be exposed to adverse weather and/or unfavorable traffic conditions while patrolling the assigned jurisdiction. The incumbent may be exposed to threats of direct or indirect violence/conflict by other individuals.

**PHYSICAL REQUIREMENTS:**

- Ability to conduct activities involving walking 50% of the time, standing 25% of the time, and sitting 25% of the time.
- Ability to grasp and manipulate law enforcement equipment, office and similar other tools and materials.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a frequent basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.

- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of a situation and document the results.
- Ability to use a computer for limited periods of time.
- Ability to operate a vehicle; and valid Colorado drivers license or ability to get one within 30 days.

**OTHER REQUIREMENTS:**

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out regulatory requirements.
- Ability to utilize memorization and analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.