

**MEEKER POLICE DEPARTMENT
POLICE OFFICER JOB DESCRIPTION**

General Statement of Duties:

- Performs routine and technical police work in all aspects of law enforcement and police activities.
- Provides honest, professional, integrity-driven, community policing techniques and assistance to all citizens, residents and visitors to the Town of Meeker.

Supervision Received:

- Works under the general supervision of the Chief of Police and Lieutenant.

Supervision Exercised:

- When needed, provides supervision to new hire probationary officers (at the direction of the Chief of Police or Designee).

Examples of Duties:

The following examples of duties are intended to be illustrations only and are not intended to be all-inclusive:

- Patrols the Town in a police vehicle, on foot or special duty vehicle to maintain order, prevent crimes, and protect the public's general safety, welfare, quality of life and property.
- Executes official police duties and policy by providing knowledgeable operation and professionalism in investigating, pursuing and apprehending criminal suspects and responding to calls for assistance or service.
- Directs traffic, assists motorists in emergencies or breakdowns, and issues citations for traffic violations. Investigates motor vehicle accidents to determine if a crime has been committed. Provides first aid to injured parties as needed.
- Secures and investigates crime scenes to protect evidence, writes and serves Search Warrants and Bench Warrants as necessary.
- Gathers evidence at crime scenes, writes detailed reports, executes lawful arrests, and transports suspect(s) as required.

- Assists in the administrative operations of the department when needed or required, with or without the direction of supervisors.
- Attends town meetings, municipal, county, district or federal court as requested and testifies in all courts as necessary to provide information on police activities, investigations or participation.
- When requested, provides needed assistance to outside agencies and assists in any required investigations or call cover operations, outside Meeker city limits or jurisdiction (if and when available).
- Abides by and enforces all Town ordinances, state and federal laws.
- Other duties as necessary and assigned.

Required Knowledge, Skills, Abilities:

- Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment, as well as applicable criminal law, Federal and State of Colorado statutes, Meeker municipal codes and legal procedures.
- Considerable knowledge of Community Oriented Policing, its philosophy and components.
- Demonstrated knowledge, skills and abilities in operations, limited supervision situations and independent decision-making skills.
- Considerable knowledge of modern conflict resolution techniques and chain of command within a law enforcement agency.
- Ability to act with tact and impartiality.
- Consistently demonstrate personal and professional honesty and integrity.
- Ability to establish and maintain effective working relationships and communicate effectively with co-workers, the Board of Trustees, and the general public, including the ability to interact with individuals from diverse socioeconomic, racial and ethnic backgrounds, abilities, lifestyles, ages and genders in a fair and impartial manner.
- Ability to accept constructive criticism in a positive manner. Accept responsibility, demonstrate accountability, and to recognize and utilize feedback as a learning mechanism.
- Ability to train and supervise subordinate personnel (when requested by supervisors), exercise sound judgment, calmly evaluate situations, and make rational decisions under potentially emergency or stressful conditions.
- Ability to apply professional law enforcement methods, crime prevention techniques and problem-solving methods to reduce crime and promote a safe environment in the community.

- Consistently demonstrate reliability and organizational commitment by supporting management decisions, appropriately interpreting management decisions for others, adhering to and developing appropriate guidelines, and demonstrating accuracy, promptness and punctuality in work.
- Demonstration of knowledge of safe work practices and adherence to Town expectations regarding safety in the workplace. Ability to observe, report, or correct hazardous or unsafe work practices, in cooperation with direct supervisors.
- Ability to prepare concise, correct and error-free written reports as necessary or directed in a timely manner.
- Maintain current knowledge of departmental computer software and report based technology skills.
- Skill in the safe operation of police vehicles, police radios, radar guns, handguns and other duty weapons as required.
- Usage of restraint devices such as handcuffs, cellular telephone, computers and software for report writing, office equipment, and other equipment related to law enforcement duties.
- Continued update and knowledge in the application of arrest, less lethal and situational control techniques.

Education:

- High school diploma as well as current Colorado POST certifications.

Special Requirements:

- Must be able to work rotating and various day, night, holiday, weekend, and overtime shifts
- Must pass a complete background check
- Must possess a valid Colorado Driver's License
- Completion of any other requirements for police officer certification as required by Colorado POST, e.g. submission of fingerprints to the Colorado Bureau of Investigation.
- Successful completion of pre-employment testing, including written test, polygraph, psychological, drug, and others as required
- Graduation from an accredited police academy or equivalent. Out of state candidates must obtain Colorado POST
- Must reside within a 20-minute response time to the City Limits of Meeker, Colorado

Work Environment:

- While performing the duties of this job, the employee is regularly required to use physical exertion at all levels.

- The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in high, precarious places; in outside weather conditions, and with explosives and is occasionally exposed to fumes, airborne particles, or blood pathogens, toxic or caustic chemicals, extreme cold, extreme heat, high wind conditions, multiple hours of adverse weather, risk of electrical shock, risk of radiation, and vibration.
- The employee occasionally experiences hazards to personal safety from gun fire and physical confrontations.
- Periodically, the employee is in stressful situations. Employees are also required to operate patrol vehicles for extended periods of time during routine patrol operations.
- Basic law enforcement and all needed safety equipment provided. Employee responsible for
- weather protection needs.

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the Town of Meeker or Meeker Police Department.

Applicant Signature

Date

Printed Name _____