



Job Description

Position Title: Patrol Officer III

Nonexempt

Department: Police

Reports to: Patrol Sergeant

Date job description last revised: 11/2019

GENERAL DESCRIPTION OF DUTIES:

Responsible for carrying out the function of the police department to include, but not limited to: the preservation of the public peace, the protection of the rights of the individual, protection of life and property, prevention of crime, the arrest of violators of the law and enforcement of state laws, city ordinances and preservation of the Constitution of the State of Colorado and Constitution of the United States.

ORGANIZATIONAL RELATIONSHIPS:

This position has no supervisory duties, and reports directly to the shift sergeant who reports to the operations lieutenant. Each officer represents the City Administration as he/she carries out duties, and has responsibility for maintaining a positive relationship with other city employees and with the citizens and visitors of the city.

ESSENTIAL DUTIES:

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 City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

In accordance with our department's standard operating guidelines, the officer position is responsible for enforcing laws related to the protection of life and property, and preventing crime or disturbance by performing the following duties:

- Functions as a generalist peace officer, answers routine and emergency calls for service, investigates crimes against persons and property, conducts traffic enforcement, routine patrol and community relations. Prepares and submits reports on these police duties as needed.
- Directs and performs criminal investigations when assigned.
- Detains and questions witnesses, victims, and suspects and makes arrests as necessary.
- Patrols assigned area on foot, bicycle or in patrol car to enforce laws, prevent and discover crimes, investigate crimes, maintain order and answer calls for service.
- Conducts preliminary investigations of incidents as necessary; collects and preserves physical evidence, protects crime scene, and reports and records all facts of incident.
- Notifies superior of major crimes or disturbances with area and takes necessary action until arrival of superior.
- Answers calls regarding service, illness, accidents, disturbances, crime, or distress and provides necessary assistance or takes appropriate action as needed. Answers radio dispatched or citizen request for police service at the scene of accidents, domestic disputes, law violations and peace disruption.
- Operates police communication, emergency vehicle and computer equipment to obtain, disseminate and prepare reports.
- Reports dangers in streets or sidewalks, such as holes, obstructions, or leaking gas mains.

- Provides general assistance and information to staff or public.
- Directs and controls traffic.
- Testifies in court to present evidence by describing conditions, situations and actions
- Prepares detailed incident, investigation, activity and/or accident reports.
- Perform other specialized duties such as school resource officers, range instructor, intoxilyzer instructor, SFST instructor, emergency vehicle operation instructor, field training officer and others.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively

Ability to add, subtract, multiply and divide in all units of measurement using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

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.

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software.

Colorado P.O.S.T certification and Colorado Drivers License

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Must be P.O.S.T. certified or certifiable at time of appointment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is frequently performed in a variety of environments including heat, cold, humid or wet conditions; working near moving mechanical parts or in high precarious place; may entail occasional exposure to fumes or airborne particles. The noise level in the work environment is usually moderate.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee is frequently required to sit, stand, walk or reach; occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

PAY/SALARY RANGE: The starting base wage is currently \$57,324 - \$73,480 annually (depending on qualifications), with the opportunity for overtime pay. Hiring range up to \$73,840.00 annually.

GENERAL DESCRIPTION OF BENEFITS: The City offers a full benefits package for this position including medical/dental/vision insurance plans, an FPPA Retirement plan, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.