



Job Description

Job Title Police Officer

FLSA Status Nonexempt

Department Police

Date Updated 08/01/21

JOB SUMMARY

A Peace Officer is responsible for the performance of the duties of a sworn law enforcement officer, as designated by the command staff under the Chief of Police. This position is responsible for enforcing laws and ordinances set forth by the State of Colorado and City of Salida. Work involves prevention, detection, and investigation of accident and criminal activities, security and safety of the community, protection of the public and maintaining law and order and security and safety of prisoners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to emergency and non-emergency calls such as traffic, burglaries, assaults, and drunk and disorderly, etc. for service.
 - Patrols City of Salida by foot, bicycle or motor patrol to ensure safety of community.
 - Assists in training of new officers.
 - Understands and regularly uses the principals of community oriented policing and problem solving.
 - Enforce state laws and city ordinances.
 - Is responsible for complying with all City of Salida safety and health policies, practices, and procedures that prevent and mitigate human and economic losses arising from accidental causes and adverse occupational and environmental health exposures.
 - Respond to citizen requests for assistance.
 - Arrest criminal code violators and search prisoners for weapons and contraband.
 - Transport prisoners locally and long distances including juveniles, criminal defendants and mental health patients.
 - Care and monitor those who are a danger to themselves or others due to alcohol intoxication in a secure facility.
 - Monitor vehicle traffic on highways, Interstate and roads within the City of Salida.
 - Investigate vehicle crashes.
 - Operate radar units in vehicle speed enforcement.
 - Write reports, citations, document and maintain files, including using computers for reporting and retrieval.
 - Serve and execute warrants and transport prisoners and juveniles to and from correctional facilities and court.
 - Collect and process evidence.
 - Participation on special teams and committees.
 - Answer telephone and letter requests from attorneys, plaintiffs and Clerk of Courts.
 - Testify in court.
 - Operate vehicles and other equipment, including firearms, during hours of work.
 - Conduct criminal investigations.
 - Intervene in domestic and mental health disturbances.
 - Educate the public on crime prevention techniques.
 - Regularly attend inservice and specialized training classes.
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- Train fellow officers in areas of expertise.
- Train new recruits in the Field Training Program.
- Maintain on-call status of a variety of ancillary assignments.
- Use procedural justice principles and actively engage community members, guests and suspects with explanations of our actions.
- Maintain prompt and regular attendance.
- Work required extra duty assignments for large scale special events and private events year round.
- Serve the citizens and guests of the City of Salida by abiding by all City of Salida core values.
- Perform job in accordance with all City of Salida safety practices.
- Follow environmentally-friendly practices.
- Other duties as assigned.

ACCOUNTABILITY AND DECISION-MAKING

- Works under the direction of the Sergeant who reviews work on an occasional basis for the overall effectiveness of town services and compliance with policies, procedures, state and federal laws.
- Make decisions related to City of Salida laws, and State of Colorado laws to ensure consistent law enforcement and safety of the City of Salida community and guests.
- Receives direction from Police Sergeant and command staff.

REPORTING STRUCTURE

Reports-To Level: Sergeant

of Reports : 0

WORKING RELATIONSHIPS

- Works closely with all levels of Police Department, Municipal Court, The 11th Judicial District Attorney's Office, Chaffee County and District Court, Fire Department, Public Works, and Parking and Transit.
- Conducts business with all local law enforcement agencies, Chaffee County Paramedics Services, HRRMC, SolVista Health, Colorado Department of Transportation and the public on a constant basis.

WORK ENVIRONMENT AND CONDITIONS

- Physical danger from highways, ice, uncooperative subjects, frequent adverse weather conditions.
- Physical strength, agility and/or endurance are often challenged. When dealing with combative people we are forced to use physical restraints in order to protect the combatant, the officer, and uninvolved parties. This sometimes requires position to run, drop people to the ground, and struggle with people until restraints can be applied. Foot chases can also occur.
- Shift work of 10-12 hour shifts covering 24-hours per day, year-round, including holidays.
- Working indoors and outdoors year round with exposure to the weather conditions.
- Provide the City of Salida community and fellow workers a safe environment while dealing with issues of liability, Constitutional Law, and civil liberties.

PHYSICAL DEMANDS

The demands described here are representative of those that must be met by any sworn employee to successfully perform the essential functions of this job.

- Hazard of physical attack or injury.
 - Inside and outside work with exposure to weather conditions.
 - Exposure to fire, chemical, electrical, mechanical and firearm hazards.
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- Exposure to fast moving vehicles and motor vehicle accidents.
- Ability to lift, push/pull objects weighing up to 165 pounds infrequently.
- Exposure to fire, chemical, electrical, mechanical, edged weapons, and firearms.
- Exposure to bodily fluids and unknown substances and illegal drugs.
- Frequent exposure to fast moving vehicles and motor vehicle accidents.
- Ability to wear and carry a duty belt weighing approximately 25 lbs during the scheduled shift.
- Ability to stand, sit for extended periods of time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and application of modern police practices and methods.
- Knowledge and application of controlling laws and ordinances, particularly the laws of arrest and evidence.
- Knowledge of the geography of the City of Salida.
- Knowledge and application of US Highway 50 Corridor Traffic and ability to coordinate and activate short and long term closures of Highway 50.
- Knowledge and application of juvenile procedures
- Knowledge and application of the Incident Command System and its components
- Knowledge and application of the policy and procedures of the Salida Police Department.
- Knowledge and application of state statutes.
- Knowledge and application of City Ordinances.
- Knowledge and application of Crisis Intervention Techniques to deal with and de-escalate those with mental health or other life crises.
- Knowledge of domestic and international terrorism and tactics and the use of information fusion centers.
- Ability and skill to apply first aid, CPR and Narcan in a multitude of situations.
- Ability to deal firmly and courteously with uncooperative persons.
- Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
- Ability to obtain information through interview and interrogation.
- Ability to investigate cyber crime including fraud, child pornography, and bullying.
- Ability to meet specific physical requirements that may be established by competent authority.
- Ability to develop a working relationship with other departments.
- Ability to communicate effectively both verbally and in writing, including using computer to generate reports.
- Ability to use multiple technologies which drive our reporting and ticketing systems, evidence collection and storage, body and car camera systems, and town surveillance systems.
- Ability to remain calm in tense, hostile, and life threatening situations.
- Ability to work without supervision and to make appropriate decisions.
- Ability to work with a diverse population.
- Ability to discern the impairment of drugs versus alcohol for purposes of enforcement and medical classification.
- Ability to restrain an individual and employ all use of force options.
- Skill in the use and care of firearms, Taser, O.C., pepperball, baton and Tac Mat vehicle pursuit intervention device.

EDUCATION, EXPERIENCE AND CERTIFICATES REQUIRED

POLICE OFFICER GRADE III

- 0 to 5 Years Tenure with The Salida Police Department
 - High School diploma required.
 - Valid Colorado Driver's license required.
 - Legal ability to carry a firearm required (must be U.S. Citizen or Lawful Permanent Resident).
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- Passing score on written examination and the physical agility course required.
- Pass background investigation, psychological exam, medical exam and polygraph.
- Must not have been convicted of any federal felony or offense punishable in Colorado as a felony.
- Certification from the Colorado POST board is required.
- Excellent communication and problem solving skills.
- Public relations skills.
- Knowledge of criminal law.
- Completes and maintains necessary training and certifications in support of essential functions.

POLICE OFFICER GRADE II

- Status change to non-probationary Detective
OR
- Meets all criteria listed above for Police Officer III
- 5 to 9 Years Tenure with the Salida Police Department or more than 10 years experience as a sworn officer with another agency.
AND
- Instructorship in a field of practice pertinent to sworn police duties OR FTO certification OR two fields of additional duties as assigned.
- 500 Hours Colorado POST accepted training credit. (Not Academy Credits)
- Acceptable or higher performance evaluation rating in previous three years evaluations.

POLICE OFFICER GRADE I

- Meets all criteria for Police Officer II + Associates Degree or Higher Education
OR
- Meets all criteria listed above for Police Officer II
- 10 or more Years Tenure with the Salida Police Department or;
5 or more Years Tenure with the Salida Police Department & 10 years experience was a sworn officer with another agency.
- 1000 Hours Colorado POST accepted training credit. (Not Academy Credits)
- Acceptable or higher performance evaluation rating in previous three years evaluations.

NOTICE

This job description is not intended to be a comprehensive list of activities, duties or responsibilities for this job. The duties, expectations and actions listed for this role may change at any time with or without notice.

EEO STATEMENT

We believe diversity makes us stronger. The City of Salida provides equal employment opportunities to all employees and applicants without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

PAY/SALARY RANGE:

\$68,900 TO \$93,100 Annually. Hiring range up to \$93,100 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.
