

## **Police Officer Job Description**

**Department:** Public Safety

**Work Location:** Town Hall, 0110 Whispering Pines Circle, Blue River

**FLSA Status:** Non-Exempt, Full Time

**Reports to:** Police Sargent

### **General Statement of Duties:**

- Enforces State of Colorado State Statutes and Town of Blue River Municipal Code to protect and serve the Town of Blue River, "Town".
- Patrols the Town to maintain order, prevent crimes, and protect life and property.
- Responds to calls for service, conducts preliminary and follow-up investigations through interviews, gathering and securing evidence.

### **Responsibilities**

- Enforces the Town of Blue River Municipal Code issuing code violations as needed. This includes patrol and enforcement of the rules of the Goose Pasture Tarn.
- Prepares a variety of routine and special police forms and reports.
- Maintains a safe, orderly traffic flow by directing traffic, issuing citations for violations and investigating traffic accidents.
- Performs security checks, area patrols for homes and other property.
- Makes arrests as warranted and attends Municipal and County Court as required.
- Conducts an active crime prevention program involving Homeowner Associations and Special Districts.
- Maintains all police equipment to ensure they are in proper working order. Issues and damage are to be reported as necessary.
- Conducts themselves in a professional, courteous manner at all times.
- Adheres to Town of Blue River policies, standards and regulations including but not limited to proper attire, safety procedures and overall professionalism.
- Ability to function and make good decisions in the absence of a supervisor.
- Communicates in a professional, courteous and timely manner verbally and in writing when communicating with Town of Blue River staff, citizens, customers and vendors.
- Performs other duties as may be assigned from time to time by the supervisor.

### **Requirements**

- High School diploma or GED is required.
- Proficient in Microsoft Office is required.
- Colorado P.O.S.T. Law Enforcement Officer certification is desired.
- Valid Colorado Drivers License with an acceptable driving record is required.
- CPR/AED & First Aid Certification
- Must be at least 21 years of age
- Must be able to pass a background check and psychological test

**Vehicle Use**

Employee will use the vehicle provided for use solely in connection with the performance of their duties hereunder. Under no circumstances should vehicle be used for personal use to and from their place of residence or for personal breaks or errands. Expenses incidental to the performance of this agreement shall be at the option of the Town.

**Conduct of Employee**

- Employee is expected to conduct himself in a manner which is a favorable reflection of the Town and which demonstrates professionalism, courtesy and good judgment.
- Employee shall avoid any action which might result in, or create, the impression of, using public office for private gain, giving preferential treatment to any person, company, organization; or losing impartiality in conducting Town of Blue River business.
- Employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or other item of significant monetary value from any person who has, or is seeking to obtain, Town business or whose interests may be affected by the Employee's performance of official duties when the intent thereof is to influence the Employee's official decisions.
- Employee specifically agrees not to engage in activities which would be in violation of Section 18-8-301, et seq., Colorado Revised Statutes, and will immediately report to the Town Manager any attempts to provide pecuniary benefits in violation of said statute. Violation of this statute will be remanded to the District Attorney's Office for prosecution.