

City of Alamosa Job Description

Position: Police Officer

Reports to: Sergeant or Corporal

Supervision Exercise: None

FLSA: Non Exempt

General Statement of Duties:

Protect the lives, safety, health, welfare, and property of individuals within the corporate limits of Alamosa by enforcing municipal, state and federal statutes, ordinances and laws. Incumbents may be assigned to the Patrol Division, Investigations Division and/or special assignments necessary to protect and serve the needs of individuals relating to law enforcement. The position includes incumbents with full technical and operational capabilities in police sciences gained through extensive training and experience.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Patrol assigned district(s) within the corporate limits to deter illegal activities, and protect and preserve the safety and security of individuals, buildings, neighborhoods, and district(s).
2. Responds to dispatch calls and investigates citizens' complaints and reported breaches of the peace including crimes in progress, crimes discovered after the fact, disturbances, accidents, etc.
3. Perform preliminary and follow up investigations at crime scenes, traffic accident scenes, disturbances, etc., to preserve and/or collect physical evidence, to diagram and/or photograph scenes, to obtain witness and/or suspect statements, etc., necessary for the reporting of circumstances and facts of incidents, for the charging of suspects with offenses, and necessary for follow up investigation of incidents.
4. May establish traffic surveillance to observe and apprehend violators of traffic ordinances and statutes.
5. Prepares reports, citations, and summons necessary to charge individuals with violations of ordinances, statutes, and laws including petty, misdemeanor, and felonious offenses.
6. May make arrests and take suspect(s) into custody including the reading of rights, search, booking, and transport of individuals to jailing facilities.
7. Appears in municipal, county, and district courts to offer credible testimony relative to the investigation and charging of individuals with criminal and non-criminal offenses.
8. Prepares a variety of routine and non-routine reports, and records necessary information for the reporting of daily activities, reporting of specific criminal and non-criminal incidents, etc.

9. Offers assistance to citizens of and visitors to Alamosa including the giving of directions and information, calling for vehicular roadside assistance, locating missing children, etc.
10. Inspects patrol vehicle, operates vehicle under routine and emergency conditions.
11. Maintains equipment, participates in roll call; maintains awareness of beat activities.
12. Attends and participates in prescribed courses of physical training, class room instruction and field exercises, including work simulation exercises, investigative methods, rescue methods, identification and handling of hazardous materials, instruction in and safe use of, qualification, and care of firearms and other training designed to improve one's ability as a police officer.
13. Receives case assignments relative to felonious crimes reported within the Alamosa corporate limits and misdemeanor and petty crimes not cleared through preliminary investigations. May be assigned to the Investigative Team or the Special Weapons and Tactics (SWAT) Team.
14. Performs follow up investigations(s) including collection, preservation and analysis of physical evidence, the interviewing of witnesses and suspects, the surveillance of suspects, the checking of suspect(s) backgrounds, statements, etc., to collect and analyze facts, and data relating to the solution of assigned cases.
15. Cooperates with outside law enforcement jurisdictions and agencies necessary for the continuing investigation of cases, suspects, and/or to gather criminal intelligence data.
16. Confers with the District Attorney's staff in the investigation and preparation of criminal charges.
17. Prepares supplemental records and reports necessary to obtain warrants for the preparation of charges, to document investigations, to close or clear cases, etc.
18. May counsel parents and juveniles relative to juvenile cases. May cooperate with court officials, social workers, and other agencies etc., in the filing of charges, the deferral of sentencing, the placement of juveniles in alternatives to the Children's Code.
19. May receive special staff assignments under the supervision of Administrative Command Officers relative to the research and preparation of departmental policy and procedure, training development and scheduling, etc. May receive special assignment in the administrative office, including the receiving of citizen complaints, assisting the public in the preparation of accident forms giving and receiving non-routine police related information from the general public in person and by telephone, maintaining records, files, etc.

Knowledge of:

1. Statutes, ordinances, and court rulings relevant to law enforcement.
2. Department operations manual.
3. Police methods and techniques.
4. The physical layout of the City.

Ability to:

1. Judgment: Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (e.g., life and death) situations, evaluates alternative courses of actions and selects the most acceptable alternative, makes sound decisions in a timely manner, sizes up a situation quickly, and takes appropriate action.
2. Observation skills: Recognizes conditions or circumstances that indicate something might

be wrong, unusual, or out of the ordinary, utilizes senses of sight and hearing to assist in recognition. Maintains the ability to observe license plates and other written information in varying light conditions and distances at normal or near normal level.

3. Learning: Comprehends new information and applies that which has been learned on the job. Understands and conceptually applies information that is provided in writing or verbally.
4. Oral Communications: Speaks in a clear, understandable manner and comprehends various types of information (e.g. accounts of past events, directions, explanations, ideas, etc.), communicates effectively with individuals of divergent cultural and educational backgrounds, speaks with good pronunciation, projects voice clearly, effectively uses police radio, maintains the ability to hear, distinguish and understand voice and the sounds at a normal or very near normal level.
5. Written Communications: Writes clearly and concisely, uses acceptable grammar, punctuation and spelling, writes reports that are well organized, complete and accurate.
6. Interpersonal Behavior: Is sensitive to the feelings of others and resolves problems in ways that do not arouse antagonism, interacts and deals effectively with people from varying social and cultural backgrounds, is courteous and respectful, calms emotional people and attempts to resolve conflicts through persuasion rather than force, exercises compassion and empathy for persons in various situations and with various backgrounds.
7. Team Work: Establishes and maintains effective working relationships with coworkers, supervisors, and other law enforcement officials, shares information and works cooperatively with others, complies with departmental rules and regulations, follows orders, is able to accept advice and constructive criticism in a positive manner and learn from the experience of others.
8. Assertiveness: Asserts to self when necessary to exert control over others, confronts people who are behaving in a suspicious manner.
9. Emotional Self-Control: Maintains composure and performs effectively in stressful situations, refrains from over reacting when subjected to physical or verbal abuse, exercise restraint and uses the minimum amount of force.
10. Use of Weapons: Maintains physical strength, flexibility, and maneuverability, necessary to properly utilize the approved weapons for police officers; demonstrates the ability to aim at a designated target and attain an acceptable proficiency rating, understands appropriate levels of force based on specific circumstances and chooses weapons accordingly.
11. Driving Skills: Demonstrates ability to control vehicle in routine and emergency situations, complies with departmental and state driving and safety regulations, has a good driving record. Maintains a valid Colorado driver's license.
12. Adaptability: Ability to adapt to changes in working conditions (e.g., changes in patrol assignments, shift changes, different types of incidents that must be handled one right after the other, etc.).
13. Dependability: Ability to be reliable, thorough, punctual, accurate, assumes responsibility for share of the work load, works with minimal supervision.
14. Integrity: Demonstrated a history and maintains personal and professional honesty and integrity.
15. Ability to Comply with Laws, Rules, and Regulations: Follows orders, rules and regulations. Has shown a history of compliance with municipal, state, and federal laws

and statutes.

16. Acceptance of Criticism: Accepts advice and constructive criticism, demonstrated acceptance of responsibility for one's own mistakes and ability to learn from past mistakes.
17. Problem Solving: Analyses problems, develops options and proactive plans within the department and in partnership with the community.

Additional Requirements:

1. Performance of other essential or marginal functions as necessary.
2. Must be at least 21 years of age.
3. Must be physically capable of performing law enforcement tasks.
4. Must be certified as a police officer in the State of Colorado.
5. Must possess a valid Colorado driver's license.
6. Must be able to legally possess a firearm.
7. Must be a credible witness in court.
8. Must be a citizen of the United States and twenty-one years of age.
9. Must pass all testing and screening requirements established at the time of application.

Educations/Experience Requirements:

1. High school diploma or equivalent, and successful completion of Police Academy.

Required Physical Capabilities:

1. Ability to sit in a vehicle for an extended period of time.
2. Ability to run fast enough and far enough to catch fleeing criminals.
3. Ability to run to safety when confronting certain situations.
4. Ability to use strength and quickness to rescue endangered persons.
5. Ability to physically separate individuals that are fighting or preparing to fight.
6. Ability to function for extended periods with little rest.
7. Ability to work varied hours and adjust sleep patterns.
8. Ability to withstand extreme weather conditions.

Materials and Equipment Directly Used:

Law enforcement equipment including firearms, less lethal impact munitions, electronic restraint devices, police batons, handcuffs, leg restraints, chemical agents, police vehicles, p-c based office computers, legal references material, vehicle tire deflating devices, emergency communications equipment, drug field tests, cameras, audio/video recording devices, and radar equipment.

Working Environment:

Approximately 90% of the essential duties/activities for this position are performed from a vehicle and on foot under adverse conditions; approximately 10% of the essential duties/activities are performed in a heated office environment. The working environment and the duties of the job itself subject this position to periods of high activity and stress under demanding conditions.

Duration →	Not at All	Occasionally	1-3 Hours	4-6 Hours	7-10 Hours
Lift/Carry					
0-10 lbs.					XX
11-20 lbs.					XX
21-40 lbs.		XX			
41-60 lbs.		XX			
Push/Pull					
0-20 lbs.		XX			
21-25 lbs.		XX			
26-50 lbs.		XX			
51-75 lbs.		XX			
76-100 lbs.		XX			
Bend		XX			
Overhead Reach		XX			
Twist/Turn		XX			
Kneel/Squat			XX		
Sit				XX	
Stand/Walk				XX	
Climb Ladder/Stairs		XX			

Print Employee Name

Employee Signature

Date

Supervisor

Date