
Position Title: Patrol Officer I
Department: Police
Reports to: Patrol Sergeant
Date job description last revised: 10/28/16

**Nonexempt
Job level:** 4 _____

GENERAL DESCRIPTION OF DUTIES:

Responsible, with supervision, for carrying out the function of the police department to include, but not limited to, the following: the preservation of the public peace, the protection of the rights of the individual, the protection of life and property, the prevention of crime, the arrest of violators of the law and proper enforcement of all federal and state laws, and ordinances of the City of Salida.

ORGANIZATIONAL RELATIONSHIPS:

This job has no supervisory duties. Reports to the shift Sergeant, who reports to the Lieutenant and Police Chief. Each police officer represents the City Administration as he/she carries out his/her duties, and has the 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.

Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

- Patrols assigned area on foot, bicycle, by motorcycle, or in patrol car, to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
- Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.
- Familiarizes self with patrol areas and with persons living in area.
- Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.
- Locates, searches, detains, and arrests law violators, following recognized police procedures.
- Interviews and questions victims, witnesses, and suspects.
- Gathers and preserves evidence.
- Performs first aid and provides other assistance to accident and other victims.
- Investigates causes and results of accidents.
- Directs and controls traffic.
- Issues written citations for traffic and other minor violations.
- Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
- Operates police communication and computer equipment to obtain, disseminate, and report information.
- Attends community meetings to discuss crime prevention activities and crime problems.
- Writes detailed incident, investigation, activity, and other reports.
- Testifies in court to present evidence by describing conditions, situations, and actions.

- Perform other duties as assigned by command staff. These duties may include School Resource Officer, Range Instructor or Intoxilyser Instructor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Ability to add, subtract, multiply, and divide in all units of measure, 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 software, as well as excel programs.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED). Must be Colorado P.O.S.T. certified or certifiable at time of appointment.

One to three years of law enforcement experience with Salida Police Department; or any equivalent combination of experience and education. Must complete 40 hours of extended training yearly and any Colorado POST mandated training, which directly relates to job performance and knowledge.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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

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