



Job Description

POSITION: Police Officer (Lateral)

CLASSIFICATION: Full-time, Exempt

SALARY RANGE: \$49,000-\$55,150 Annually DOQ/E

HIRING RANGE: \$50,470-\$53,544 Annually DOQ/E

BENEFITS: Fully paid Health, Dental, and Vision Insurance premiums for employees. FPPA Statewide Retirement with matching contributions from the Town. FPPA Short and Long-Term Disability benefits. Paid vacation, holiday, and sick leave. Optional supplemental insurance coverage through AFLAC.

JOB SUMMARY:

Police Officers are responsible for community relations and crime suppression in the geographical area that comprises the Town of Wiggins. Police Officers are assigned to the Patrol Bureau of the Police Department and perform basic law enforcement duties as outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 Town of Wiggins retains the right to modify or change the duties or essential functions of the job at any time.

- Observe, report, and act upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners, and investigating crime(s).
- Using one's own judgment, determines the nature of a call for service, investigates the circumstances and may take necessary or prudent action to resolve the situation.
- Assists the public in emergency and non-emergency situations; administers first aid/requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
- Responds to emergency radio calls and conducts investigations of accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc.; takes appropriate law enforcement action when appropriate.
- Prepares a variety of written and oral reports.
- Assists in the investigation of crimes, interviewing witnesses, victims, and suspects and provides feedback to the appropriate people; collects and documents evidence.
- Appears in court, and is available to testify as a credible witness in matters which the officer has knowledge of whether it is criminal or civil.
- Maintains proficiency in the use of police-related equipment and technologies.



- Prepares and maintains a legible, concise, and understandable record of activities (i.e., notebook).
- Performs special assignments related to investigations, crime prevention, and traffic enforcement.
- Performs other duties as assigned.

EXPERIENCE AND TRAINING:

Minimum Education:

- This position requires a High School Diploma or equivalent General Educational Development (GED) graduation. A minimum of two years (60 Credits) of college or an associate's degree is preferred.

Special Training, Certifications, or Experience:

- Must be a minimum of 21 years of age.
- Must be a legal resident of the United States or able to legally work in the United States.
- Must possess a valid Colorado Driver's License or the ability to obtain one within 30 days of hire.
- Must possess a current Colorado Peace Officers Standards and Training certification or the ability to obtain such POST certification within nine months of employment if the applicant is not currently POST certified.

Work Experience in Positions Similar or Related to this Job:

- This position is classified as a lateral level position. Applicants must be currently employed for a minimum of one year by a law enforcement agency in either a sworn or non-sworn capacity.
- Preference points for honorably discharged military service.

Other Requirements:

Completion of an extensive hiring process must be successfully completed, which may include the following at a minimum:

- FBI/CBI Fingerprint Clearance
- Pre-Employment Psychological Examination
- Medical Clearance Examination to include a Drug Screen
- Pre-Employment Background Investigation
- A computer voice stress analysis (CVSA) Examination
- Town Manager and/or Chief of Police Interview

REPORTING RELATIONSHIPS:

This position reports to the Chief of Police.



KNOWLEDGE, SKILLS, AND ABILITIES:

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to read and understand information and ideas presented in writing.
- The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events.)
- The ability to arrange things or actions in a certain order to pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to communicate information and ideas in writing so others will understand.
- The ability to speak clearly so others can understand you in normal and stressful situations.
- The ability to identify and understand the speech of another person.
- The ability to apply general rules to specific problems to produce answers that makes sense.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high; precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

The employee is required to perform shift work including days, evenings, and nights including weekends and holidays. The employee must also be able to serve in an On-Call status as required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands and fingers to handle, or operate objects, controls, or tools listed below; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



JOB HAZARDS:

Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens, and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and the potential to utilize deadly force; may be required to extend work schedule during emergencies.

TOOLS & EQUIPMENT USED:

Motorized conveyance, such as a fully equipped police patrol vehicle, police vehicle and hand-held radio, mounted and hand-held Radar/Lidar, service pistol and other semiautomatic weapons as required, straight or collapsible Baton, X-26 Taser, handcuffs, breathalyzer, cellular telephone, Mobile Data Computers (MDC), which include CBI NCIC/CCIC portal access, first aid equipment, and Chemical Agents. Extensive use of computers for Reporting and other communication as required.

OTHER REQUIREMENTS:

- The ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- The ability to read and understand written information. Ability to compose information and instruction in written form.
- The ability to translate verbal communication into effective written material, e.g., reports and other documents.
- The ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- The ability to use memorization and analytical skills and apply results.
- The ability to use and apply technology.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Wiggins is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws, and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer. This description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform other responsibilities and tasks other than those stated in this specification.