I GENERAL DESCRIPTION

The Town of Lochbuie has proposed the implemented a new career development/ progression series program which adds two additional levels of Police Officer classifications (Police Officer II, and Police Officer III). This classification is based upon a program that was implemented by the Frederick Police Department. The Police Officer I, II, and III classifications are a progression series and officers must move sequentially through the series. In other words, a Police Officer I cannot become a Police Officer III until they have progressed through the level of a Police Officer II. The criteria to move up to the next level is based on the culmination of years of experience, consistent and successful job performance, advanced and individualized training in police related areas, and the ability to demonstrate the mastery of the Department’s policies and procedures, the Town's personnel policies and procedures, municipal code, and state and federal law as related to law enforcement. When an officer has successfully met the outlined criteria and is reclassified to Police Officer II or a Police Officer III, he/she will receive a reclassification to the next grade on the salary matrix.

II DISTINGUISHING CHARACTERISTICS

A. POLICE OFFICER - I

This is the entry level in the class series. Positions at this level usually performs most of the duties required of the positions at level II, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work at this level is usually supervised while in progress and fits an established structure or pattern.

Requirements:
Positions at the level I are required to be twenty-one years of age or older, eligible to work in the U.S.; High school graduate or possess a G.E.D certificate. Current Colorado Peace Officer Certification, or must have a provisional Colorado POST Certificate by the time of hire.

Must possess a valid Colorado driver's license, provide proof of a safe driving record, and maintain a safe driving record for continued employment. Must have no felony convictions.

Must have a history of personal and professional honesty, integrity, and good judgment. Preference will be given to applicants who have no history of use, sale, or possession of illegal substances. All applicants who reach the final stage of the selection process will be required to submit to a drug screen, thorough background check, psychological evaluation, review of driving record and a pre-employment physical examination.
B. **POLICE OFFICER II**

This is an advanced journey level in the class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II level receive only occasional instruction or assistance, and are fully aware of the operating procedures and policies of the work unit. Positions at the II level must be twenty-one years of age or older, eligible to work in the U.S.; High school graduate or possess a G.E.D certificate, Colorado POST certified or must be able to obtain a provisional Colorado POST certificate by the date of hire, and have successfully completed the Lochbuie Police Department FTO (Field Training Officer Program).

**Requirements:**

Must have a minimum of three (3) years of municipal police/patrol experience, preferably with the Town of Lochbuie as a certified Law Enforcement/Peace Officer, and at least 30 semester hours from an accredited college or university. Outside experience will be evaluated to determine the extent of equivalency to the duties of a Lochbuie Police Officer.

Must be able to provide appraisals/evaluations/Teams Reports to show consistent and successful job performance.

Must have a minimum of one hundred-twenty (120) documented hours of advanced/individualized training, in police related areas, that is not departmental required training or regular in-service training. Instructor certified or current FTO certified preferred, and proof of maintaining certifications.

Ability to demonstrate the mastery of the Department’s policy and procedures, Town personnel policy and procedures, municipal code, and state and federal law as related to law enforcement.

Current Colorado Peace Officer Certification, or must have a provisional Colorado POST Certificate by the time of hire.

Must possess a valid Colorado driver’s license, provide proof of a safe driving record, and maintain a safe driving record for continued employment. Must have no felony convictions.

Must have a history of personal and professional honesty, integrity, and good judgment. Preference will be given to applicants who have no history of use, sale, or possession of illegal substances. All applicants who reach the final stage of the selection process will be required to submit to a drug screen, thorough background check, psychological evaluation, review of driving record and a pre-employment physical examination.

C. **POLICE OFFICER III**

This is an advanced journey level in the class series. Positions at the Police Officer III level are distinguished from the level I and II by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Additionally, because of the advanced level of this class series, the Police Officer III may supervise the Police Officer I and II as needed. The Police Officer III is the senior officer on an assigned shift in the absence of the sergeant or corporal and may supervise the PO I and PO II.

**Requirements:**

Twenty-one years of age or older, eligible to work in the U.S.; High school graduate or possess a G.E.D certificate supplemented by an Associate’s degree or 60 semester hours from an accredited college or university.
Must have a minimum of six (6) years of municipal police/patrol experience, preferably with the Town of Lochbuie as a certified Law Enforcement/Peace Officer. Outside experience will be evaluated to determine the extent of equivalency to the duties of a Lochbuie Police Officer.

Must be able to provide appraisals/evaluations/Team Reports to show consistent and successful job performance.

Must have a minimum of one hundred-eighty (180) documented hours of advanced/individualized training, in police related areas, that is not departmental required training or regular in-service training. Instructor certified or current FTO certified preferred, and proof of maintaining certifications.

Ability to demonstrate the mastery of the Department’s policy and procedures, Town personnel policy and procedures, municipal code, state and federal law as related to law enforcement, and leadership and supervisory duties.

Current Colorado Peace Officer Certification, or must have a provisional Colorado POST Certificate by the time of hire.

Must possess a valid Colorado driver’s license, provide proof of a safe driving record, and maintain a safe driving record for continued employment. Must have no felony convictions.

Must have a history of personal and professional honesty, integrity, and good judgment. Preference will be given to applicants who have no history of use, sale, or possession of illegal substances. All applicants who reach the final stage of the selection process will be required to submit to a drug screen, thorough background check, psychological evaluation, review of driving record and a pre-employment physical examination.

**General Duties & Responsibilities:**

- Performs general patrol functions to include patrolling the community on a regular basis to identify possible problems and violations and to communicate with community members on concerns.
- Identifies suspicious persons and those who are considered part of the criminal element of the community based upon suspected criminal activity.
- Enforces the adopted Model Traffic Code, including general traffic enforcement and investigating traffic accidents.
- Issues traffic tickets and summons and arrests criminal offenders based upon probable cause of a crime or violation in accordance to local ordinance and State and Federal Law.
- Coordinates with Community Service Officer regarding code enforcement issues and enforces local codes / ordinances.
- Coordinates with the Detective on basic investigations as needed and completes reports and affidavits. All reports are reviewed by the Sergeant or Corporal and the Detective can be contacted regarding investigative procedures and questions.
- Participates in crime prevention and community-oriented policing programs.
- Mediates civil disputes and makes referrals to authorized authorities to include victim advocates and other agencies of authority.
- Responds to all calls of service and completes initial investigations, including preserving and collecting evidence at possible crime scenes, contacting supervisory personnel or other agencies for assistance, maintaining and securing evidence and scene, and completing thorough reports to be reviewed by the Sergeant or delegated supervisor.
- Maintains department equipment and completes maintenance procedures as outlined by the Chief or Sergeant.
- Conducts follow-up investigations and reports as assigned by the delegated supervisor.
- Coordinates with either the Municipal Court Prosecuting Attorney or District Attorney on report matters in order to assist with prosecuting criminal violations and testifying in court.
- Reads, comprehends and follows the established department policy and procedure manual.
**Essential Qualifications:**
- Twenty-one years of age minimum.
- High School diploma or equivalent.
- Colorado P.O.S.T. certification.
- Valid Colorado Driver’s License.
- Approved Criminal History check in accordance to P.O.S.T. certification requirements.
- CPR & First Aid certification.
- Employment / Criminal Background Check
- Drug Screen
- Psychological evaluation
- Polygraph examination
- Physical Evaluation related to the job duties and requirements

**General Requirements:**
- Understand and comply with Town policies and procedures.
- Ability to operate and perform basic computer skills.
- Legible hand-writing ability.
- Strong organizational skills.
- Positive verbal communication skills with employees and general public.

**Working Environment:**
- Ability to handle multiple calls of service and inquiries.
- Effectively deal with unpredictable situations.
- Work effectively in all types of weather conditions.
- Effectively communicate and resolve complaints.
- Understand and follow supervisory instructions and requirements.

**Physical Demands:**
- Ability to successfully complete an employment health exam and drug screen.
- Ability to lift and lower an object equivalent to 50 pounds.
- Physical requirements related to walking, standing, sitting and running.
- Hearing and visual abilities to perform job functions.
- General ability to climb, balance, crouch, stoop as necessary during routine functions.
- Safe and efficient physical work practices.

The Town of Lochbuie is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the Town’s intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.