



JOB TITLE:	Patrol Officer	FLSA Status:	Non- Exempt
DEPARTMENT:	Law Enforcement		
DIVISION:	Patrol		Essential Personnel

Job Summary:

The primary function of a Rifle Police Officer is to promote the peace, safety, and well being of our community through interaction, education, and enforcement of the law.

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.

Task Specific:

- Responds to emergency calls for service, such as accidents, medical emergencies, and crimes in progress, and takes appropriate initial action to resolve the emergency.
- Arrests violators using only degree of force necessary, consistent with state law and department policy.
- Responds to routine calls for service, and takes appropriate initial action, with the needs of the citizen in mind.
- Assist the general public as much as possible and practicable in a variety of problems or circumstances
- Performs thorough and appropriate follow up investigations.
- Practices timely case management
- Reduce the opportunities for the commission of crime through preventive and directed patrols.
- Exercise authority consistent with the obligations imposed by the oath of office
- Use available time for directed patrol and community interaction.
- Performs traffic control/enforcement.

Organizational Specific:

- Adheres to the Police Code of Conduct and Department Values
- Endorses supports and defends organizational objectives, by complying with organizational rules and procedures, suggesting improvements, and conveying a positive and professional image of the agency to others.
- Creates a positive work environment through respect, support, and cooperation.
- Contributes to building a positive team environment.
- Assists other departments and outside agencies as necessary.
- Demonstrates initiative consistent with job expectations, to improve both personal and organizational performance. This includes the maintenance of all certifications and annual in service training.

Knowledge, Skills, and Abilities:

- Knowledge of the current law enforcement techniques and guidelines, for purposes of assisting other personnel.
- High level of interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.
- Ability to identify, adopt, and exhibit appropriate demeanor and behaviors (interpersonal abilities) in order to deal most effectively with a wide variety of people, both adversaries and advocates.
- Ability to perform job as a team member, establish and maintain efficient working relationship with coworkers, supervisors, and other Department members.
- Willingness to work irregular hours, irregular days, overtime, weekends, holidays, variable shifts, evenings, on call, and emergency call out.
- Knowledge of the theories, principles, and practices associated with conflict management, the ability to identify threatening situations, and the ability to de-escalate aggressive behavior, resolve problems and manage conflict.
- Decision-making ability to make numerous immediate, sound decisions on a routine basis and under extreme stress, often without assistance of another. Includes ability to properly interpret and act on verbal orders and written policies with little or no supervision.
- Ability to handle stressful situations, work well under pressure and interact with all types of individuals.
- Skills in utilizing firearms and self-defense methods/techniques.
- Knowledge of investigative methods and practices utilized by law enforcement.
- Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
- Ability to establish and maintain effective working relations with employees, supervisors, and the general public.
- Ability to be proactive in community engagement, crime prevention and the enforcement of the laws.
- Skills in problem solving to address the causes of issues in our community

Experience and Training:

Minimum Education: High School diploma or GED equivalent required, Associates Degree or higher preferred

Job Requirements: Valid Colorado Driver's License required with acceptable driving record. Must be 21 years of age or older. Must be able to pass a thorough background check and pre-employment medical exam and drug test, and a polygraph and psychological examination

Special Training or Skills: Current POST certification preferred or ability to obtain with 6 months of hire, bi-lingual English/Spanish speaking applicants preferred, but not required.

Reporting Relationships:

This Position Reports to: Patrol Sergeant.

Equipment Used:

Standard equipment including computer, printer, copier, fax machine, telephone, camera, two-way radio, cell phone, audio recorder, vehicle, handcuffs, TASER, duty belt, handgun and other firearms, radar, bulletproof vest, flashlight, spotlight, baton, Intoxillizer, P.B.T., restraint systems and various other

instruments and tools associated with this particular job discipline.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

- Ability to conduct activities involving walking, standing, and sitting.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a frequent basis.
- Physical ability to subdue and arrest a resisting/attacking individual
- During the course of duty, may perform strenuous physical activity for several minutes continuously. Maintains physical fitness necessary to perform demanding physical requirements described above.
- Ability to lift and carry up to 25 lbs., push or pull up to 50 lbs, occasionally move up to 200 lbs. with leveraging aid.
- Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.
- Ability to participate in routine conversation in person or via telephone/radio and to distinguish voice, signals, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document the results.
- Ability to operate vehicles.

Environmental Requirements:

Approximately 85% of this position's duties are performed in the external environment, with 15% performed in an internal environment. The incumbent may be exposed to adverse weather conditions, odors, dust, mists, and gases, as well as hazardous materials, health threats and blood borne pathogens on a daily basis; occasionally exposure to toxic and caustic chemicals.

Employee's Signature

Date

Supervisor's Signature

Date

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