

CITY OF BLACK HAWK
2016 Job Description

JOB TITLE:	Police Officer II	DEPARTMENT:	Police Department
REPORTS TO:	Patrol Sergeant	EXEMPT:	No
HIRING RANGE: \$30.2915 – \$34.8351 / HR			

SUMMARY

Performs general and specialized law enforcement duties in order to preserve public peace, protect lives, property, and the rights of the public. Enforce statutory laws and municipal ordinances. A Police Officer may be assigned to vehicle patrol, foot patrol and residential patrol. Maintains a public service approach towards the community and performs other job related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Police Officers comprise the largest number of sworn officers in the Department. The Police Officer rank is divided into four pay grade levels: Police Officer I, II, III and IV. A Police Officer II is an officer who has successfully completed his/her probationary period, served as a Police Officer I for a minimum of 12 months and meets the requirements for a Police Officer II.

SUPERVISION RECEIVED

Patrol Sergeants provide general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrol assigned area in a motorized vehicle or on foot to prevent and detect crime.
- Provide rescue and first aid assistance as needed.
- Respond as dispatched to calls involving traffic accidents, crimes, and emergency situations.
- Communicate effectively and coherently over law enforcement radio channels while initiated and responding to radio communications.
- Operate a variety of tools and equipment specific to law enforcement duties to include a police radio, baton, handcuffs, handgun, various firearms and other weapons as required.
- Incumbent may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing a minimum of 100 pounds.
- Prepare a variety of reports including criminal offense reports, accident reports, non-criminal incident reports, affidavits, and summonses.

- Prepare cases for prosecution and appear in court as a witness.
- Visit residences and businesses to establish a rapport, gain knowledge of businesses in the community and recognize quality of life issues.
- Collect, preserve and transport physical evidence.
- Investigate and act on municipal code violations, criminal statutes and traffic laws. Issues warnings, citations or makes arrests and transports prisoners when warranted.
- Respond to citizens' and visitors' questions or requests for assistance and performs numerous other activities in support of the community policing philosophy.
- Assist and cooperates with other law enforcement and public safety agencies.

QUALIFICATIONS

Knowledge of:

- Modern approved principles and practices of police work.
- Controlling laws and ordinances, modern investigation and interviewing techniques.
- Crime scene processing procedures.
- First aid techniques.

Ability to:

- Interact tactfully, firmly and courteously with the public to obtain information through effective interviews and interrogation.
- Communicate clearly, concisely and effectively, orally and in writing.
- Analyze situations quickly and objectively to determine the proper courses of action to be taken.
- Use of equipment, firearms, and vehicles used in law enforcement work.
- Read, analyze, and interpret general Department periodicals, professional journals, policies and procedures, or governmental regulations.
- Respond to common inquiries from the general public, citizens, regulatory, or law enforcement agencies.
- Write reports, and business correspondence.

Certifications:

- Valid Colorado driver's license with safe driving record.

- Certified as having successfully completed the basic course of an accredited police academy meeting **Peace Officer Standards and Training** requirements.
- Current First Aid and C.P.R. card.

Age:

- Must be at least 21 years of age at time of appointment.

EXPERIENCE AND EDUCATION

Experience:

- 18 months as Police Officer I

Education:

- High school diploma or general education degree (GED).
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.

PHYSICAL DEMANDS

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.

- May be exposed to situations in which there are dangerous or deadly weapons.
- May be required to use physical force to restrain violent, combative individuals.
- May be required to use or be subjected to deadly physical force.
- May be involved in high-stress situations with little or no warning and be involved for long periods of time.
- May come into contact with individuals who have been exposed to infectious or contagious diseases.
- While performing the duties of this job, the employees are regularly required to walk, sit, use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee is regularly required to stand long periods of time and detect orders.
- The employee must regularly lift and/or move more than 100 pounds.
- The employee must be able to wear police uniform and related necessary equipment that can weigh up to 30 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. Vision should be correctable to 20/20.

- May work in adverse weather conditions.
- May work near moving mechanical parts and in high, precarious places.
- While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic and smoke.
- Frequently drives or is a passenger in a motor vehicle. May be seated for long periods of time.
- May operate a motor vehicle in adverse weather conditions. May operate a motor vehicle or be a passenger in a vehicle operated at high speeds.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau.
- Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include but not limited to seat belts, body armor, safety glasses, ear protection etc.
- Must be able to perform in a busy environment with frequent interruptions.
- Willingness to work rotating shifts including nights, weekends and holidays.

ADDITIONAL REQUIREMENTS FOR POLICE OFFICER ADVANCEMENT

See Police Officer Advancement Addendums in the Black Hawk Police Department Standard Operating Procedures for specific job related duties of Police Officer II.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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