

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB35

ORDINANCE NUMBER: 2023-35

TITLE: AN ORDINANCE ADOPTING THE CITY OF BLACK HAWK 2024 PAY PLAN AND REVISED JOB DESCRIPTIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. The City of Black Hawk 2024 Pay Plan and revised job descriptions, attached hereto and incorporated herein by this reference is hereby adopted, to be effective upon the effective date of this Ordinance.

Section 2. Safety Clause. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

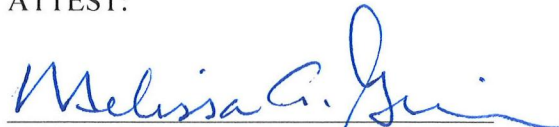
Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 13th day of December, 2023.


David D. Spellman, Mayor

ATTEST:


Melissa A. Greiner, CMC, City Clerk



2024 Draft Salary Ranges

City of Black Hawk FT Job Titles	Draft 2024 Salary Range		
	Minimum	Mid-Point	Maximum
Administrative Services			
City Clerk/Administrative Services Director	\$161,127	\$193,352	\$225,577
Human Resources Generalist	\$72,242	\$86,690	\$101,138
Deputy City Clerk	\$68,993	\$82,791	\$96,590
Information Specialist	\$69,189	\$83,027	\$96,865
Community Planning & Development			
Community Planning & Development Director	\$158,305	\$189,966	\$221,626
Development Services Coordinator	\$90,702	\$108,842	\$126,982
Finance Department			
Finance Director	\$160,599	\$192,718	\$224,838
Senior Accountant	\$90,701	\$108,841	\$126,981
IT Manager	\$123,027	\$147,632	\$172,238
IT Systems Analyst	\$97,905	\$117,486	\$137,067
Fire Department			
Fire Chief	\$168,350	\$202,020	\$235,690
Fire Marshal	\$125,516	\$150,619	\$175,723
Fire Captain	\$120,541	\$144,650	\$168,758
Fire Lieutenant	\$114,801	\$137,761	\$160,722
Fire Engineer	\$85,165	\$102,198	\$119,231
Senior Firefighter	\$73,736	\$88,483	\$103,230
Firefighter	\$70,225	\$84,270	\$98,315
Executive Administrative Assistant FD	\$69,189	\$83,027	\$96,865
Police Department			
PD Admin			
Police Chief	\$163,743	\$196,492	\$229,241
Police Commander	\$135,869	\$163,042	\$190,216
Police Sergeant	\$116,513	\$139,815	\$163,118
Police Detective & Police Rotational Detective	\$96,002	\$115,203	\$134,403
Police Officer IV	\$91,431	\$109,717	\$128,003
Police Officer III	\$87,077	\$104,492	\$121,908
Police Officer II	\$82,930	\$99,516	\$116,102
Police Officer I	\$78,981	\$94,777	\$110,574
Police Recruit	\$72,134	\$86,561	\$100,988
Police Property Evidence/Digital Media Technician	\$62,029	\$74,435	\$86,841
Executive Administrative Assistant/Municipal Court Clerk	\$69,189	\$83,027	\$96,865
Records			
Police Records Supervisor	\$75,885	\$91,062	\$106,239
Police Records Specialist	\$51,426	\$61,711	\$71,996
Communications			
Communications Supervisor	\$88,810	\$106,572	\$124,334
Communications Officer II	\$63,708	\$76,449	\$89,191
Communications Officer I	\$60,674	\$72,809	\$84,944
Public Works Department			
Administration			
Public Works Director	\$158,338	\$190,006	\$221,674
Maintenance Services Manager	\$121,044	\$145,253	\$169,462
Executive Administrative Assistant PW	\$69,189	\$83,027	\$96,865
Engineering			
City Engineer	\$128,135	\$153,762	\$179,388
GIS Analyst/Engineer Associate	\$80,938	\$97,126	\$113,314
Facilities			
Facilities Maintenance Supervisor	\$88,376	\$106,051	\$123,726
Facilities Maintenance Technician II	\$61,511	\$73,813	\$86,115
Facilities Maintenance Technician I	\$58,581	\$70,298	\$82,014
Fleet			
Fleet Supervisor	\$79,070	\$94,884	\$110,698
Fleet Purchasing & Inventory Assistant	\$69,189	\$83,027	\$96,865
Lead Fleet Technician	\$66,857	\$80,228	\$93,600
Fleet Technician II	\$63,673	\$76,408	\$89,142
Fleet Technician I	\$60,641	\$72,769	\$84,898
Fleet Support Technician	\$39,576	\$47,491	\$55,406
Maintenance			
Maintenance Supervisor	\$84,982	\$101,979	\$118,975
Lead Maintenance Worker	\$58,325	\$69,990	\$81,655
Maintenance Worker II	\$55,547	\$66,657	\$77,766
Maintenance Worker I	\$52,902	\$63,483	\$74,063
Water			
Water Resource Engineer	\$135,699	\$162,839	\$189,979
Water System Superintendent	\$112,779	\$135,335	\$157,891
Lead Water Utility Operator	\$67,482	\$80,979	\$94,475
Water Utility Operator IV	\$64,269	\$77,123	\$89,977
Water Utility Operator III	\$61,209	\$73,450	\$85,692
Water Utility Operator II	\$58,294	\$69,953	\$81,611
Water Utility Operator I	\$55,518	\$66,622	\$77,725

City of Black Hawk
2023-2024 Job Description

JOB TITLE:	Rotational Police Detective	DEPARTMENT:	Police Department
REPORTS TO:	Police CommanderSergeant	EXEMPT:	No
SALARY RANGE:	\$43.2769 - \$60.5880 <u>\$46.1548 - \$64.6168</u> / HR		

SUMMARY

Performs professional and technical police investigation work required to collect facts and determine circumstances relative to reported or discovered petty, misdemeanor, and felonious criminal offenses committed within the City of Black Hawk.

SUPERVISION EXERCISED

Generally, a ~~A~~ Detective ~~does not supervise other employees, but occasionally~~ may be tasked assigned to be as an Acting Sergeant. The Detective may be assigned the Ttraining of new detectives and patrol officers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform follow-up investigation of assigned cases to include interviewing of potential witnesses, suspects and victims; the collection and preservation of possible physical evidence, the initiation of criminal background checks and investigation of suspects.
- Develop leads, collect and analyze facts and data necessary for the development and documentation of probable cause and for the solution of assigned cases.
- Confer and cooperate with other law enforcement agencies and individuals for the continuing investigation of cases, suspects, etc.
- Attend meetings with law enforcement and business personnel to exchange data and information relative to criminal activities in the area.
- Confer with the District Attorney's Office and prosecuting attorneys relative to the investigation of assigned cases, the preparation of formal charges, and the obtaining of warrants or summonses.
- Prepare reports and record information relative to the investigation of criminal cases; document the development of probable cause in the solution and or clearing of criminal cases.
- Make arrests of suspects in cases where evidence is developed and probable cause is established.
- Testify in court concerning the investigation of cases and the charging of individuals with the commission of criminal acts.
- Use and maintain police vehicles and a wide variety of equipment including film, video and digital cameras; radios, typewriters, copy machines and computers.
- Attend in-service training as required, and performs other such duties as required of a position of this type.
- Perform general duties of a supervisor as assigned.
- Conduct internal investigations as directed.
- Assist in uniformed patrol as directed.

- Respond to radio calls.
- Conduct surveillance, intelligence gathering and undercover operations as needed.
- Attentive to quality of life issues in the residential and business areas of the city.
- Analyze cases in efforts to look for criminal patterns.
- Release of property and evidence as needed.
- Scheduled on-call duty.
- Attending post mortem examinations in cases where a death is suspicious or the cause is not readily apparent.
- Conducting background investigations on applicants to the police department.

QUALIFICATIONS

Knowledge of:

- Modern approved principles and practices of police work.
- Modern approved principles and practices of criminal investigation.
- Controlling laws and ordinances of investigation and interviewing techniques.
- Crime scene processing and evidentiary procedures.
- Federal guidelines regarding the dissemination of criminal intelligence.
- 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.
- Complete detailed reports, case filings, warrants, and lab requests.
- Analyze situations quickly, objectively and determine the proper course of action to be taken.
- Adapt quickly to changes in schedule or priority.
- Use equipment, firearms, vehicles and office equipment used in law enforcement.
- Read, analyze and interpret general Department periodicals, professional journals, policies and procedures, or governmental regulations.
- Respond to inquiries from ~~the general public, citizens,~~ and regulatory or law enforcement agencies.
- Use computers and the internet to gain information for use in background and criminal investigations; and to complete offense reports and documents related to the everyday business of the police department and city.

Certifications:

- Valid Colorado driver's license with a 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~~First Aid and C.P.R. card.

Age:

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

EXPERIENCE AND EDUCATION

Experience:

- Police Officer. Eligibility determined by the Chief of Police.

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.
- N.I.M.S. training as required for a police detective.

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

- 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, weapons of mass destruction, natural disasters and smoke.
- May be required to use physical force to restrain violent, combative individuals; and 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.
- 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; stand, and smell.
- The employee must regularly lift or move more than 100 pounds.
- The employee must be able to wear a police uniform and related equipment that can weigh up to 30 pounds.
- Specific vision abilities required by this job are close and distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- May work in adverse weather conditions. Placed on-call for periods when off-duty.
- May work near moving mechanical parts and in high, precarious places.
- Frequently drive or be a passenger in a motor vehicle, being seated for long periods of time. Operate a motor vehicle in adverse weather conditions and operate or be a passenger in a vehicle operated at high speeds.
- The noise level in the work environment is usually moderate.

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.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use department provided safety equipment, to include but not limited to: seat belts, body armor (when on a uniform patrol assignment or as warranted in a plain-clothes capacity), safety glasses, ear protection etcetera.

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 those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____

CITY OF BLACK HAWK
2023-2024 Job Description

JOB TITLE:	Police Sergeant	DEPARTMENT:	Police Department
REPORTS TO:	Police Commander	EXEMPT:	No
SALARY RANGE: \$52.5231 - \$73.5233 / HR			

SUMMARY

The Police Sergeant is a sworn position in the Police Department with specific responsibility as a first-line supervisor.- The Sergeant provides leadership and direction to police officers and other staff as assigned.- ~~Police-The Sergeant's~~ 's-Sergeant's duties require considerable initiative and substantial judgment over ~~a wide variety of of various~~ situations. The Sergeants assigned to specific administrative duties such as Investigations/Training or Administrative/Records positions are still responsible for supervising patrol officers, responding to calls for service, and taking related reports in addition to their added responsibilities.

DISTINGUISHING CHARACTERISTICS

Sergeants perform sworn police duties in the prevention of crime and the enforcement of laws. Sergeants supervise and coordinate police operations relating to patrol, traffic, investigations, and special assignments.- Supervise and coordinate investigators and assigned cases in the investigations division in a rotating capacity. They also participate in the training and evaluation ~~ofng~~ assigned personnel and perform ~~administrative-administrative~~-related work as required. The Police Sergeant continuously reviews policies and procedures from a risk management standpoint and ensures compliance with current state laws and court rulings.- The Police Sergeant may act in-the-capacity-of as the Operations/Administrative Commander in ~~his/het~~heir absence, ~~and considered T~~the Acting Commander with have full Operations/Administrative responsibility and accountability for the overall operations and activities within the police department.- A Sergeants duty may include any of the following:

- During their rotating assignment, the Sergeant shall assign, and monitor investigations as assigned.
- Maintain an investigative caseload as needed or assigned.
- Keep commanders informed of case assignments and progress on a regular basis.
- Provide an annual report of cases (Misdemeanor and Felony) filed with the district attorney's office to Commanders.
- Provide support and ongoing information sharing with the patrol division.
- The assigned Sergeant ensures compliance with CIRSA standards and training requirements.
- Maintain the mini-skills academy for new employees, schedule instructors, review and approve course curriculum, and insure proper training documentation.
- Serve as the Field Training Officer (FTO) Supervisor, insure FTO program has up to date training material, schedule officers in the ~~field-training~~field-training program,

review Daily Observation reports and recommend officers advancement or completion of the FTO Program.

- ~~Serve as support for the Operations Commander during Professional Standards Investigations.~~
- Maintains training schedules and training logs for the entire department.
- Manage the firearms range and instructors.
- Coordinate multi-jurisdictional training with other departments and agencies.
- Serve as ~~the primary~~ backup administrator to the E-Force, CAD and Records Management Systems administrator, coordinate computer system maintenance, and provide general trouble shooting as needed.
- Compile statistical crime data and conduct crime analysis functions as needed.
- ~~Serve as support for Responsible for~~ CACP Accreditation and ~~managing the department's department's~~ policy and procedure manual, which includes; drafting new policies for staff review; dissemination, and new policy training.
- Conduct research as needed into new policies, procedures and current case law.
- Ensure ~~SOP's SOP's~~ are in place and up to date for all sections within the department.
- Coordinate all audits on critical processes and ensures proper reporting and retention of pursuit files and use of force.
- ~~Responsible for drafting an annual report within the department.~~
- ~~Supervise and maintain the department Facebook page and Twitter.~~
- ~~Maintain department booking surveillance system and retrieve recordings as needed.~~
- Responsible for insuring adequate staffing during patrol shifts.
- Coordinate inspections of all patrol personnel and vehicles on a regular basis.
- Primarily responsible for coaching and mentoring employees and providing on scene supervision in all patrol related activities.
- Specifically, responsible for developing programs and strategies for developing partnerships with citizens and businesses within the City.
- Develop strategies for reducing crime and maintaining communication with casinos.

SUPERVISORY RESPONSIBILITIES

Sergeants provide general supervision to both sworn officers and non-sworn civilian staff regardless of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR ALL SERGEANTS

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

- Supervise and participate in law enforcement and administrative work for assigned field or office operations.
- Assign, monitor, and evaluate work performed by assigned employees.
- Respond to ~~basic police~~ calls for service and oversee police officers in the proper handling of incidents, criminal and non-criminal.

- Respond to serious or unique calls ~~for~~ for service to oversee and instruct police officers in the proper handling of the incident.
- Oversee critical incidents and provide guidance or assistance when necessary.
- 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/equipment as required.
- Examine and confirm compliance with rules, procedures, and objectives by assigned personnel.
- Investigate ~~complaints~~, complaints; prepare case histories, field training reports, activity reports, staff reports, and incident reports.
- Explain and follow rules, procedures, communicate Police Department goals and objectives and implement instructions.
- Conduct and participate in daily briefing training of all duty employees.
- Identify community-based policing problems and work with resident groups to gather information as to corrective measures.
- Identify operational problems and recommend solutions.
- Instruct police officers, in a variety of law enforcement subjects individually or as a group, participate in training courses and programs.
- Maintain employee management logs and progress reports; complete annual evaluations.
- Research, update, and maintain department equipment.
- Instrumental in keeping communication open, clear and concise with assigned personnel as well as immediate supervisor.
- Maintain a strict adherence to confidentiality regarding personnel issues, professional standards, investigations or the protection of crime victims.

QUALIFICATIONS

The knowledge and abilities that are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

- State, Federal and local laws, ordinances and regulations applicable to the area assigned.
- Police Department organization, policies, practices, procedures, goals and objectives, rules, regulations and equipment.
- Effective supervisory and instructional principles and techniques.
- Community-based policing practices.
- Patrol, traffic enforcement, criminal investigation and related police services.
- Laws and rules governing criminal evidence, arrest, custody, search and seizure.
- Legal codes, to include penal, vehicle, health and safety codes; civil rights and enforcement procedures.
- City and county geography.
- English usage and grammar.
- Computer applications as they relate to area assigned.

Ability to:

- Coordinate, train and supervise the work of employees for an assigned unit/work section.
- Prepare and present accurate and concise staff reports and make oral presentations.
- Analyze and recommend solutions to law enforcement problems.
- Demonstrate proper use of applicable weapons, proper patrol and investigative procedures.
- Understand and carry out oral and written instructions independently.
- Communicate effectively orally and in writing.
- Deal with complex, fast-paced and/or volatile law enforcement situations.
- Remember names, faces and details of incidents.- Meet the public with courtesy and tact.- Establish and maintain effective relationships with those contacted in the course of work.
- Exercise self-control, independent, sound judgment in evaluating situations and in emergency/hazardous situations, makes quick, effective and reasonable decisions.

Certificates:

- Must possess a valid Colorado ~~driver's~~ driver's license with safe driving record.
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.

EXPERIENCE AND EDUCATION**Experience:**

- Current employees with two (2) years of law enforcement experience holding the rank of Black Hawk Police Officer III or Police Officer IV or equivalent experience. Applicants outside the Department must have five (5) years of progressive law enforcement experience.

Education:

- High school diploma or GED
- Possession of a Peace Officer Standards and Training Commission (POST).

PHYSICAL DEMANDS

Work is performed in a variety of locations to include on-site work at calls/incidents, in a patrol vehicle and in the Police Department. Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements.

- An incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance.
- An incumbent drives a vehicle on City business, uses a computer, sits and stands for periods of time.
- Walk and run on slippery/uneven surfaces, climbs ladders and stairs.
- Walk on ledges, jumps from elevated places, kneels, crouches, twists, reaches, bends and crawls in confined spaces.

- Incumbents 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 up to 100 pounds.
- 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.
- Incumbents must be able to meet the physical requirements of the class and have mobility, vision, and hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

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, etcetera.— Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment.— To include but not limited to: seatbelts, body armor, safety glasses, and ear protection, etcetera.

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.

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Sign: _____ **Date:** _____