



JOB ANNOUNCEMENT March 22nd, 2023

POSITION: Town of Garden City – Part-Time Officer

SALARY RANGE: \$20.00 per hour / Program Conditions

CLOSING DATE: Open until filled

SUMMARY: Under specified supervision, enforces state and municipal laws, investigates crimes, makes arrests, assists the general public, completes written reports of activities, participates in community policing strategies and problem-solving activities, and testifies in court.

GENERAL SUPERVISION: Works under the direct supervision of the Police Chief.

GENERAL DESCRIPTION: This is a sworn, safety-sensitive position, exercising a high degree of discretion, trust and confidence. Adheres to department philosophy as indicated in the Mission Statement, Goals and Values, and priorities as defined in the Town of Garden City and the Garden City Police Department and as stated by members of the Town of Garden Council, the Town Administrator, and the Police Chief.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Implements the philosophies of Community-Oriented Policing and Problem-Solving.

Maintains the integrity and ethical standards of the Town of Garden City and the Police Department.

Conducts preventive police patrols in Garden City.

Responds to and handles calls for police service.

Investigates criminal activities.

Types computerized police reports.

Enforces state and municipal traffic and criminal laws.

Town of Garden City



Makes arrests when appropriate.

Assists the general public.

Participates in community problem solving with area residents.

Mediates disputes between citizens

Facilitates community meetings

Testifies in criminal court proceedings.

Attends scheduled training.

Works a varying schedule and/or shift.

Works with administrative or investigative personnel on directed assignments.

Performs other administrative duties as assigned.

Minimum Education and Experience:

High School diploma or GED

Current Colorado Peace Officer Standards and Training (P.O.S.T.) Certification

Valid State of Colorado Driver's License with good driving record

First Aid and CPR Certified

Ability to obtain CCIC/NCIC Credentialing

Prior Law Enforcement Preferred

Criminal History:

No arrests and/or convictions of any felony crimes, domestic violence, or crimes involving moral turpitude. This includes crimes that would prohibit Colorado POST certification.

Physical and Mental Requirements:

While performing the duties of this job, the employee is regularly required to balance, sit, stand, reach, walk, stoop, kneel, crouch, demonstrate manual dexterity, grasp, talk, hear, and see. The employee is occasionally required to run, push, pull, twist, lift and restrain combative suspects. The employee is required to stay calm during stressful and possibly life-threatening situations.

Work Environment:

Works primarily outdoors and in all weather conditions. Work involves a significant amount of time spent in a patrol vehicle with a high degree of exposure to hazards and danger (from traffic hazards to



the danger inherent in working with career criminals and emotionally unstable persons). The noise level in the environment is moderately noisy. Working conditions can be highly stressful.

Knowledge, Skills, and Abilities:

Knowledge of Constitutional rights, Colorado Revised Statutes, Garden City Municipal Code, and Model Traffic Code.

Knowledge of the policies, procedures and goals of the Town of Garden City and the Garden City Police Department.

Knowledge of the philosophy and values of the department.

Knowledge of Garden City Police Department Standard Operating Procedures.

Knowledge of the boundaries, streets, neighborhoods and business areas of the Town of Garden City.

Knowledge of law enforcement principles, practices and techniques of patrol, investigation, intelligence, surveillance, court procedures, community relations, weapon use, traffic control, municipal code enforcement; animal control, crime scene processing, rules of evidence, and custody of persons and property.

Knowledge of community oriented policing and problem solving.

Knowledge of crime prevention strategies.

Knowledge of probable cause.

Knowledge of investigative resources available such as the National Crime Information Center (NCIC), the Colorado Crime Information Center (CCIC), and the Department of Motor Vehicles (DMV).

Skill in using proper English grammar both written and verbal.

Skill in the safe and lawful operation of a motor vehicle.

Skill in dealing constructively with conflict, developing consensus, and facilitating change.

Skill in the proper use of standard law enforcement equipment, including weaponry, communications equipment, surveillance equipment, safety equipment, crime scene processing equipment and laser and radar guns.

Ability to conduct appropriate and effective criminal interviews.

Ability to interpret, understand, and follow complex statutes, ordinances, regulations, standards, and guidelines.

Ability to operate a two-way radio.

Ability to use appropriate physical force including deadly force.

Ability to listen well and communicate effectively orally and in writing with various audiences.

Ability to successfully complete the Department annual physical agility course.

Ability to analyze situations quickly and objectively and determine proper courses of action.

Ability to regularly exercise discretionary authority in a consistent manner.

Ability to demonstrate a high degree of ethics, integrity, and discretion.

Ability to respond with tact, composure, and courtesy when dealing with difficult situations.

Ability to drive a motor vehicle properly and safely during periods of both low and high stress.

Ability to multi-task safely and effectively under stressful conditions.

Ability to read, write, and speak the English language.

Ability to listen and comprehend information and articulate the content of that information in writing.



Ability to communicate clearly and effectively both verbally and in writing during periods of both low and high stress.

Ability to perform basic and advanced first aid techniques.

Ability to stay awake, alert, and focused during long periods of time.

Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications, and electronic mail.

Tools and Equipment Used

Motorized conveyance, such as a fully equipped police patrol vehicle, police mobile and hand-held radio, mounted and/or hand-held Radar/Lidar, service semiautomatic pistol and other weapon systems as required, straight or collapsible Baton, Taser, handcuffs, breathalyzer, cellular phone, Mobile Data Terminal (MDT), including CCIC/NCIC secure portal access, first aid equipment, less lethal equipment, and chemical agents. Extensive use of technology for reporting and other communication required.

Qualified candidates should send a resume with cover letter and application to police@townofgardencity.com.