



Job Description  
February 9<sup>th</sup>, 2024

POSITION: Town of Garden City – Full-Time Police Officer

Compensation: \$60,000 to \$70,000 DOE Plus Benefits

CLOSING DATE: Open until filled – 1 Position

**SUMMARY:** Under indirect 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 supervision of the Police.

**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 of the Town of Garden City and the Garden City Police Department as defined by the Board of Trustees, 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 preventative police patrols by motorized conveyance or by foot in Garden City.

Responds to and handles calls for police service.

Investigates criminal activities.

Completes computerized or handwritten police reports.

Enforces state and municipal traffic and criminal law

Renders aid to accident victims or other persons requiring medical attention or first aid.

Participates in community problem solving with area residents.

**Town of Garden City**

Mediates disputes between citizens.

Facilitates community meetings.

Testifies in court proceedings to present evidence or be a credible witness in criminal or traffic court

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:**

- Must be 21 years of age
- Must be a legal citizen of the United States or able to legally work in the United States
- High School diploma or General Educational Development (GED) graduation
- Current Full Colorado Peace Officer Standards and Training (P.O.S.T.) Certification
- Valid State of Colorado Driver's License with good driving record
- Current First Aid/CPR Certification or able to obtain it
- 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.

**Knowledge, Skills, and Abilities:**

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

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 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, weapons 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 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 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.

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.

Ability to conduct appropriate and effective investigative interviews.

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

Ability to operate equipment used in law enforcement patrol function.

Ability to interpret, use, and communicate 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, electronic mail and/or other equipment or systems required for law enforcement patrol function.

#### **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. The employee will be required to perform shift work including days, evenings and nights including weekends and holidays. The employee must also be able to serve on an On-Call status as required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Work Environment:**

Works primarily outdoors and in all weather conditions. May be exposed natural conditions including weather, extreme cold and heat, and wildlife. 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). Contact with explosive, noxious, toxic, or caustic chemicals may be encountered. The noise level in the environment is moderately noisy. Working conditions can be highly stressful.

#### **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.

**Note:**

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts the Town's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

The Town of Garden City will make all reasonable accommodations to ensure that people with disabilities have an equal opportunity in employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For more information, please contact Human Resources.

The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender (regardless of gender identity or gender expression), sexual orientation, color, religion, national origin, creed, disability, military status, genetic information, pregnancy, or any other status protected by applicable state or federal law.

**Notice Regarding Medical and/or Recreational Marijuana Use:** Because the possession and use of marijuana whether for medical use or otherwise, constitutes a federal offense and because the Town is a drug free workplace, the Town will not accommodate the medical use of marijuana and enforces written policy prohibiting working for the Town while marijuana is in the body. The fact that state law recognizes medical marijuana as a prescribed or otherwise permitted medication does not alter or otherwise change this policy.

Should an applicant have any questions concerning this job description, email [police@townofgardencity.com](mailto:police@townofgardencity.com) or call 970-515-6299.