



Mt. CRESTED BUTTE POLICE DEPARTMENT

911 Gothic Road • PO Box 5800
Mt. Crested Butte, Colorado
Office: 970-349-6516
Fax: 970-349-5866

Town of Mt. Crested Butte – Job Description – Police Officer

Job Title: Police Officer

Position Status: Full-time

Department: Police Department

FLSA Status: Non-Exempt

Date Updated: 7/25/2024

Salary Range: \$69,876 - \$90,828

SUBMISSIONS DUE BY: October 1, 2024

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works a rotating, uniformed shift in the performance of security patrols, traffic control, investigation, and first aid at accidents, detention investigation and arrest of persons involved in crimes or misconduct, serves civil process papers, transports prisoners, responds to fires, executes warrants including search and arrest, assists other agencies, makes extraditions as requested, assists in search and rescue operations, serves all writs and orders of the courts.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal laws, State laws, and County and Town of Mt. Crested Butte ordinances.

Patrols roads, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, suspicious activity, abuse of drugs, etc. Takes appropriate law enforcement action.

Interviews and interrogates suspects, witnesses, victims and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents, coordinates ambulances, fire and other law enforcement vehicles, takes measurements and draws diagrams of accident and/or crime scenes, conducts follow-up investigations of crimes committed during assigned shifts, develops leads and tips, searches crime scenes, analyzes and evaluates evidence, and arrests offenders, prepares cases for prosecution, and testifies in court proceedings.

Prepares a variety of reports such as officer's Daily Log and case reports of investigation.

Undertakes community-oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, traffic safety, civil assists, etc.



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Participates in investigating criminal law violations occurring within the jurisdiction obtaining evidence and compiling information regarding crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other Town departments as needed, exchanges information with officers in other law enforcement agencies and obtains advice from the County and Town Attorney, Victim Advocate, Court Clerks and District Attorney's Office regarding cases, policies and procedures.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with public, court officials, and other County and Town officials in the performance of police operating activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Must have the ability to communicate effectively, in English, orally and in writing.
- Must be able to read the English language.
- Must complete the State Basic Training Academy or equivalent.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skills in operating the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to perform job duties requiring good physical condition.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow verbal and written instructions.
- Ability to learn the County and Town geography.
- Ability to meet the special requirements listed below.



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SPECIAL REQUIREMENTS

- Must be 21 years or older at the time of employment.
- Must be of good moral character and of temperate and industrious habits.
- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- No felony convictions and/or serious misdemeanor, disqualifying criminal histories.
- Ability to meet Department's physical standards.
- Graduation from an accredited high school or equivalent and completion of a Colorado P.O.S.T Certification course OR ability to obtain Colorado P.O.S.T. certification within 6 months of hire.
- Ability to obtain a certification for CPR/First Aid.
- Ability to maintain Department proficiency standards in the use of firearms, including any tactical or equipment assigned.

TOOLS AND EQUIPMENT USED

Police car, police radio, cell phone, radar gun, handgun and other weapons as required, TASER, handcuffs, breathalyzer, first aid equipment, Axon body worn camera, snowmobiles, ATVs.

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 is frequently required to sit and talk or hear/listen. The employee is required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. Hike long or short distances, carry a weighted pack, fly in aircraft, ride a horse and be able to function at high altitude.

The employee must occasionally lift and/or move more than 100 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.

COGNITIVE DEMANDS

English Language Comprehension

Requires the ability to listen to, read, understand and communicate the English language so that others can understand. This must be done both orally and in writing, at the level appropriate for the position held.



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Information Ordering

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Memory

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations and events.

Attention

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

Deductive Reasoning

Requires the ability to apply general rules to specific situations to produce results that make sense.

Problem Solving

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

Mathematical Reasoning

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

Active Learning

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.

Time Management

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

Cooperation

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

Social and Cultural Perceptiveness

Requires being aware of others' reactions, and understanding why they react as they do.

Monitoring

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.



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WORK ENVIRONMENT:

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 sometimes is required to run, push, pull, twist, lift and restrain combative suspects. The employee is required to stay alert during prolonged periods of stationery or repeated activity, and to remain calm during stressful and possibly life-threatening situations. Information dealt with may be graphic and upsetting.

Environmental exposure to outside elements, with walking, running and driving in inclement weather. Exposure to extreme temperatures, irritant gasses, vibration, heights, confined spaces and emergency driving. Unconventional work hours, including callouts, nights, weekends and holidays. It is recognized that police work involves dealing with complex, high stress situations and shiftwork.

ELEMENTS OF CONTACT

Personal contact with individuals and/or arrestees occurs daily. This position requires physical contact or touching, controlling sitting by riding with and body searching of individuals. Hand-to-hand exchange of documents, money, personal property, evidence, clothing and other items may be required daily. Face-to-face verbal communication between the member and the same individual(s) is required on a constant basis. This position may require immediate response to violent disturbances and criminal or medical emergencies where blood, body fluids or other medical hazards may be present. The members may or may not have time to take precautionary and protective measures. This position may involve situations in which back up or cover officers have extended response times or are non-existent.

SELECTION GUIDELINES

Candidates who are deemed qualified and eligible will be required to participate in and **pass** the following steps:

- Formal Application
- Rating of education and experience
- Written test
- Oral interview and reference check
- Psychological examination
- Physical testing
- Other job-related tests may be required

BENEFITS

- Employer paid health, dental and vision for employee and their dependents
- Paid life insurance
- 13 paid holidays per calendar year
- Accrued vacation and sick time



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- FPPA Pension
- Take-home vehicles
- Annual legal defense fund membership through CPPA (Colorado Police Protective Association)
- Voluntary benefits such as Employee Assistance Program (Triad EAP), Aflac, FSA, College savings accounts, FAMLI

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*For more information email police@mtcbpd.com or call 970-349-6516

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*



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ACKNOWLEDGEMENT OF RECEIPT

PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

I _____ acknowledge that I have received a copy of the current job description for the position of Police Officer with the Town of Mt. Crested Butte. I understand the job description does not constitute an employment agreement between the Town of Mt. Crested Butte and myself and is subject to change by the Town of Mt. Crested Butte in its sole discretion.

Name (please print)

Signature

Date