



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: 7/31/2024

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

SUBMISSIONS DUE BY: October 1, 2024

JOB SUMMARY: Perform a variety of professional police duties to enforce Municipal and State statutes, as well as County ordinances necessary for the protection of life, property, safety, and welfare of persons in the Town of Mt. Crested Butte and surrounding communities.

SUPERVISION:

Received – Works under the general direction of the Police Chief and Sergeant

Exercised - None

SALARIED or HOURLY: Salaried - \$69,876 - \$90,828

BENEFITS: The town offers an amazing benefits package, including paid health, vision and dental insurance for you and your dependents, paid life insurance, 13 paid holidays a year, vacation time, sick time, take home vehicles, an FPPA pension, annual legal defense fund membership, voluntary benefits such as Employee Assistance Program (Triad EAP), Aflac, FSA and FAMILI.

ELIGIBLE FOR OVERTIME: Yes

SPECIAL REQUIREMENTS: P.O.S.T (Peace Officers Standards and Training) Certification preferred, but not required for outstanding candidates.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- Patrols the Town limits to detect suspicious and illegal activities, to ensure the safety and security of residence and business establishments, and to enforce Municipal ordinances and State statutes.
- Responds to radio dispatch calls and citizen telephone calls to investigate reported incidents of felonious or misdemeanor crimes and/or accidents and emergency calls.
- May place suspects under arrest as required by ordinance, statute, departmental policy, and circumstances of a specific situation.
- Investigates the circumstances of complaints, accidents, disturbances, etc., as required to complete reports.
- May quell bar fights, family disturbances, other disputes etc. May arrest suspects of felonious and misdemeanor crimes as observed and investigated.



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- Transports prisoners to jail in Gunnison for booking and processing.
- Prepares a variety of reports, records, daily logs, etc. as required.
- Performs finger printing procedures as required by applicants for professional licenses.
- Must have working knowledge of computers and various computer programs as they relate to law enforcement.
- Appears in courts of law as a witness or complainant in court cases.
- Acts as deputy Sheriff to aid the Gunnison County Sheriff's department in patrol of areas in the county.
- May direct traffic at accident scenes, fire scenes, and for special events.
- May assist in search and rescue operations as necessary to aid victims of outdoor recreational accidents.
- Assists in maintenance of police vehicles by cleaning inside and out, refueling, maintaining fluid levels, check belts and tire pressures, and performing light repairs.
- Performs related duties such as dog at large enforcement as required and assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, techniques, and methods used in modern police science and the ability to apply these principles, techniques, and methods to field operations.
- Municipal ordinances and State/County statutes.
- Departmental policies and procedures.

Ability to:

- Operate, care, use, and maintain vehicles, equipment, and firearms used in police work.
- Establish and maintain effective working relationships with superiors, subordinates, suspects, witnesses, court officials, law enforcement officials from outside agencies, and the public.
- Act and react to emergency and threatening situations and to subdue and control resisting and/or unruly individuals using accepted control techniques.
- Physically able to protect oneself in threatening situations.
- Enforce laws tactfully, firmly, and impartially.
- Communicate effectively, both orally and in writing, with superiors, Town officials, other agencies, and the public.

EXPERIENCE: No previous experience required. Laterals welcome to apply!

TRAINING and EDUCATION:

- 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.

SPECIAL REQUIREMENTS:

- Must possess or be able to obtain a Colorado Driver's License.
- Must possess or be able to obtain a First Aid Card.
- Must be able to meet the standards of qualifications concerning department firearm training course.
- Entrusted with sensitive confidential information regarding Town's citizens.



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- Position requires considerable contact with Town officials, superiors, other agencies, and the public wherein situations of enforcement of the law can be highly critical in nature and scope.
- This is the entry level within the Mt. Crested Butte Police Department but is recognized as performing at the full working level after the initial training period. This level is distinguished from the Sergeant level by the lack of primary responsibility to act in a supervisory position.

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.

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

SUBMISSIONS DUE BY: APRIL 30, 2025

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

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*