



Town of Paonia Job Descriptions

Job Title:	Police Officer	New: ☒ Rev.: ☐
Reports to (Title):	Chief of Police / Patrol Sergeant	
Department/Division:	Police Department	Expected Starting Wage is: \$28.65/hour
	<i>One Total Position(s)</i>	FLSA: Full-Time, Non-Exempt, Non-Bargaining

GENERAL SUMMARY:

Reporting to the Patrol Sergeant, this position provides support to the overall operations of the Paonia Police Department. The essential functions, duties, and responsibilities of the position are indicative of the daily activities that the position is expected to fulfill with minimal supervision or with the assistance of reasonable accommodation.

Work will require contact with the public, and it is expected that the successful candidate will demonstrate a positive attitude and serve as a representative of the Town of Paonia. All employees of the Town of Paonia are expected to exercise independent judgment with minimum supervision. Work is reviewed through individual development plans, goal setting and reviews with the position's direct supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a representative of the Town of Paonia, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Ensuring the safety and security of the public by responding to emergencies, providing assistance to victims, and reducing or preventing involvement in crime
- Building relationships with the community while helping to contribute to health and safety of vulnerable populations
- Conducting investigation by interviewing suspects, witnesses, and collecting evidence at crime scenes
- Participating in and testifying at court hearings when required
- Processing incident reports with accurate detail and information
- Open to working various shifts such as evenings, weekends, nights, and holidays
- Capability and desire to work in a collaborative manner with a wide range of people

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a basic understanding of the operation of computer and office equipment and be willing to participate in instruction programs and learn new programs and processes.
- Ability to stay calm in stressful or high-risk situations
- Ability to deescalate situations and prevent harm from occurring
- Skilled at solving problems and using critical thinking



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EDUCATION AND EXPERIENCE:

- High School diploma or GED equivalent
- Must be POST Certified, or POST certifiable

ADDITIONAL REQUIREMENTS:

- Have a valid Colorado driver's license
- Be able to pass a psychological exam, background check, and pre-employment drug screen

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert moderate, and at times strenuous physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and involve lifting, carrying, pushing and/or pulling objects and material of heavy weight (50-75 pounds); may occasionally involve heavier objects and materials (up to 100 pounds); and using hand tools and power tools.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and nose extremes, bright/dim light, machinery, traffic hazards, toxic agents, disease, pathogenic substances, violence, animal attacks, or animal bites.

WORKING CONDITIONS:

The physical conditions that apply to the Worker in this job are described as follows:

- ☐ None: The worker is **not substantially exposed to adverse environment conditions:** job likely consists Of typical office work or administrative work.
- ☒ The worker is subject to **inside environmental conditions:** protection from weather conditions but not necessarily from temperamental changes (i.e. warehouses, covered loading docks, garages, etc.)
- ☒ The worker is subject to **outside environmental conditions:** no effective protection from the weather.
- ☒ The worker is subject to **extreme cold:** temperatures below 32 degrees for periods of more than one hour.
- ☒ The worker is subject to **extreme heat:** temperatures above 100 degrees for periods of more than one hour.
- ☒ The worker is subject to **noise:** there is sufficient noise to cause the workers to shout in order to be



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heard above the surrounding noise level.

- ☐ The worker is subject to **vibration**: exposure to oscillating movements of the extremities or whole body.
- ☒ The worker is subject to **hazards**: includes a variety of physical conditions, such as proximity to moving vehicles on roadways, mechanical parts, electrical current, working on scaffolding and high places or chemicals.
- ☒ The worker is subject to **atmospheric conditions**: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases or poor ventilation.
- ☒ The worker is subject to **oils**: there is air and/or skin exposure to oils and other cutting fluids.
- ☐ The worker is required to wear a **respirator**.

PHYSICAL ACTIVITIES:

Essential physical activities:

- | | | | | | |
|---|---|--|--|---|--|
| ☒ Climbing | ☒ Balancing | ☒ Stooping | ☒ Kneeling | ☒ Crouching | ☒ Crawling |
| ☒ Reaching | ☒ Standing | ☒ Walking | ☒ Pushing | ☒ Pulling | ☒ Lifting |
| ☒ Bending | ☒ Grasping | ☒ Feeling | ☒ Talking | ☒ Hearing | ☒ Driving |
| ☒ Repetitive Motion | | | | | |
| ☐ Other (list): Running | | | | | |

MATERIALS AND EQUIPMENT:

Machines, tools, equipment, electronic devices, software, etc. used by position:

- ☒ Camera/photographic equipment
- ☒ Cleaning supplies
- ☐ Power Tools
- ☒ Commercial vehicle and/or Heavy Equipment
- ☒ Data processing equipment
- ☐ Handcart
- ☒ Hand tools
- ☒ Headset
- ☒ Office equipment (desk, chair, phone, etc.)
- ☒ Office machines (copier, facsimile, calculator, cash register, etc.)
- ☒ Office supplies (pens, staplers, pencils, etc.)
- ☒ Packaging materials (boxes, shrink wrap, etc.)
- ☒ PC equipment (monitor, keyboard, printer, etc.)
- ☒ PC software
- ☒ Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- ☒ Other (list): OC spray, handcuffs, baton, gas mask, taser, police vehicle, firearms to include handgun, patrol rifle, shotgun and less than lethal utilities.

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.