



TOWN OF HAYDEN

JOB DESCRIPTION – COMMUNITY SERVICES OFFICER – PATH TO POLICE OFFICER

Department	Public Safety
Position	Community Services Officer – Path to Police Officer
Wage status	Hourly, full-time
Wage Range	\$25.63 to \$34.61 per hour
Benefits	<p>Vacation and Sick Time: Accrues up to 3 weeks of vacation and 12 days of sick time annually</p> <p>Health, Dental, and Vision: The Town provides 100% employer-paid coverage for the employee and their family.</p> <p>Retirement: The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options</p> <p>Family Leave: The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time.</p> <p>Hayden Center: The town offers free family gym membership to all full-time year-round employees.</p>
Supervised by	Chief of Police or designee

Career Progression Notice

Contact person for questions: HR Hiring Manager
Job Title: Police Officer
Department: Public Safety
Job Duty Summary: (For complete job description, see Human Resources)
Pay Range: \$40.28 - \$54.50 per hour, depending on qualifications
Access to Further Advancement: Successful completion of a POST-approved academy, Colorado POST certification.



Job Summary

Responsible for the safety and protection of residents by investigating ordinance violations including but not limited to: junk and abandoned vehicles, weeds, brush and rubbish, animal ordinance and animal control, signs, and land use; conducting follow-up investigations to ensure compliance with municipal and state ordinances and codes; and, assisting police officers and records personnel with tasks that do not require the presence of a commissioned officer. This position offers the opportunity for qualified candidates to be sponsored/sent to a Colorado police academy and transition to a sworn Police Officer position.

Primary Duties and Responsibilities:

1. Patrol the Town of Hayden to enforce animal control and provide code enforcement.
2. Responds to dispatch calls and investigate calls from residents, officials and other parties regarding violations of animal ordinances and Town codes. Follow up on calls; take appropriate action such as issuing warnings or citations.
3. Investigate local code violations and enforce local ordinances regarding junk and abandoned vehicles, weeds, brush and rubbish, animals, signs and land use.
4. Is responsible for Animal Control. Issues warning notices of violations and impounds stray, vicious or injured animals. Be familiar with all equipment used therein.
5. Remove animals from inhumane conditions and transport animals to shelter for treatment or care.
6. Impounds abandoned vehicles; researches and attempts to contact abandoned vehicle owners; coordinates impound activities with towing companies.
7. Prepares citations and summonses necessary to charge individuals with violations of ordinances.
8. Appears in municipal, county and district courts to offer testimony relative to the investigation and charging of individuals with non-criminal offenses.
9. Prepares a variety of routine and non-routine reports and records necessary information for the reporting of specific non-criminal incidents, etc.
10. Offers assistance to citizens and visitors of Hayden, including directions and information, calling for vehicular roadside assistance, locating lost children, etc.
11. Inspects patrol vehicles and operates vehicles under routine conditions.



12. Maintains equipment; participates in roll call; maintains awareness of town activities.
13. Other duties as may be assigned by Supervisors

Knowledge, Skills, and Abilities:

1. Judgement: Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action.
2. Observation Skills: Recognizes conditions or circumstances that indicate something might be wrong, unusual, or out of the ordinary; utilizes senses of sight and hearing to assist in recognition.
3. Learning: Comprehends new information and applies that which has been learned on the job. Understands and conceptually applies information that is provided in writing or verbally.
4. Oral Communications: Speaks in a clear, understandable manner and comprehends various types of information (e.g., accounts of past events, directions, explanations, ideas, etc.); talks effectively with persons of divergent cultural and educational backgrounds; speaks with good pronunciation, projects voice clearly, effectively uses police radio.
5. Written Communication: Writes clearly and concisely; uses acceptable grammar, punctuation and spelling; writes reports that are well organized, complete and accurate.
6. Interpersonal Behavior: Is sensitive to the feelings of others and resolves problems in ways that do not arouse antagonism; interacts and deals effectively with people from varying social and cultural backgrounds; is courteous and respectful, calms emotional people and attempts to resolve conflicts through persuasion; exercises compassion and empathy for persons in varied situations and with varied backgrounds.
7. Teamwork: Establishes and maintains effective working relationships with co-workers, supervisors, and law enforcement officials; shares information and works cooperatively with others; complies with departmental rules and regulations; follows orders; is able to accept advice and constructive criticism in a positive manner and learn from the experience of others.
8. Assertiveness: Asserts self when necessary to exert control over others.



9. Emotional Self-Control: Maintains composure and performs effectively in stressful situations; refrains from overreacting when subjected to verbal abuse; exercises restraint and uses objectively reasonable force to defend self.
10. Use of Defensive Weapons: Maintains physical strength, flexibility, and maneuverability necessary to properly utilize the approved defensive weapons for community services officers; understands appropriate levels of force based on specific circumstances and chooses weapons accordingly.
11. Driving Skills: Demonstrates ability to control a vehicle in routine situations; complies with departmental and state driving and safety regulations; has a good driving record.
12. Physical Ability: Maintains physical condition and fitness; demonstrates the ability to meet the physical demands of the job.
 - a. ability to sit in a vehicle for an extended period of time;
 - b. ability to run to safety when confronted with certain situations;
 - c. ability to function for extended periods with little rest during emergency situations;
 - d. ability to work varied hours and adjust sleep patterns;
 - e. ability to withstand extreme weather conditions;
 - f. maintain a valid driver's license;
 - g. ability to participate in physical fitness training.
13. Adaptability: Ability to adapt to changes in working conditions (e.g., changes in shift assignment, different types of incidents that must be handled one right after another, etc.).
14. Initiative: Ability to proceed on assignments without waiting to be told what to do; makes an effort to improve skills and keeps informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.
15. Dependability: Ability to be reliable, thorough, punctual, and accurate; assumes responsibility for a share of the workload; works with minimal supervision.
16. Integrity: Demonstrates a history of personal and professional honesty and integrity. Maintains the ability to testify in court.
17. Ability to Comply with Laws, Rules, and Regulations: Follows orders, rules, and regulations and has shown a history of compliance with municipal, state, and federal laws and statutes.
18. Acceptance of Criticism: Accepts advice and constructive criticism; demonstrates acceptance of responsibility for one's own mistakes and ability to learn from past mistakes.



19. Problem-Solving: Analyzes problems, develops options, and develops proactive plans within the department and in partnership with the community.
20. Education: High school graduate or GED.
21. Citizenship: United States citizen or legal authorization to work in the United States.
22. Disqualifying Incidents: No disqualifying incidents as outlined by the Colorado Peace Officer Standards and Training and applicable Colorado law.
23. Must meet the same job description, qualifications, and hiring standards as a Police Officer with the Town of Hayden. (Position description is attached).

Difficulty of Work

Incumbents must deal with a variety of changing situations and deal with a variety of individuals under possible stressful conditions. The incumbent must determine proper and legal courses of action and solve practical problems using general and broad department procedures and within a framework of ordinances, statutes, laws, and court decisions. The nature of the work precludes the application of specific guidelines and set precedents. The incumbent is required to use individual judgment with wide latitude in decision-making processes.

Responsibility

The incumbent receives guidance in the form of departmental policies, supervisory review of work accomplishments, and the availability of senior officers for guidance in unique situations. The incumbent's actions and decisions, applied in critical and stressful situations, may affect the safety of the incumbent, co-workers, suspects of code/animal violations, and citizens of Hayden. Errors in judgment or action could affect citizen acceptance of the Town of Hayden and Hayden Police Department and/or financial and legal consequences. Decisions made by incumbents may have serious and far-reaching effects on individuals.

Personal Relationships

The success of the incumbent in performing assigned work activities and the acceptance of the Town of Hayden and Hayden Police Department is dependent upon the working relations of the incumbent employee. The incumbent must effectively deal with individuals seeking assistance and advice and individuals violating code and animal ordinances. Incumbents must deal cooperatively and effectively with court officials, outside enforcement authorities, etc.



Physical Demands

The incumbent normally works under moderate physical demand while on patrol; however, they may be subject to strenuous physical effort, such as lifting heavy animals.

Working Conditions

Incumbents are subject to traffic hazards while patrolling and responding to calls for service in all traffic and weather conditions. The incumbent may be exposed to verbal abuse while performing assigned duties.

Town of Hayden is an Equal Opportunity Employer: all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. This job description is not a contract but merely an overview of the various job duties and skills needed to perform the job. The description is not intended to be a contractual commitment of the Town of Hayden and will not be construed as such by any employee or potential employee. The Town of Hayden has the right to change, supplement, or revoke the description at any time without notice. No permanent employment for any term is intended or should be implied from the statements contained in the job description.



TOWN OF HAYDEN

JOB DESCRIPTION – POLICE OFFICER

Department	Public Safety
Position	Police Officer
Wage status	Hourly, full-time
Wage Range	\$40.28/hour - \$54.50/hour, depending on qualifications
Benefits	<p>Vacation and Sick Time: Accrues up to 3 weeks of vacation and 12 days of sick time annually</p> <p>Health, Dental, and Vision: The Town provides 100% employer-paid coverage for the employee and their family.</p> <p>Retirement: The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options</p> <p>Family Leave: The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time.</p> <p>Hayden Center: The town offers free family gym membership to all full-time year-round employees.</p>
Supervised by	Chief of Police or designee

Career Progression Notice

Contact person for questions: HR Hiring Manager
Job Title: Police Corporal
Department: Public Safety
Job Duty Summary: (For complete job description, see Human Resources)
Pay Range: \$43.42 - \$56.12 per hour, depending on qualifications
Access to Further Advancement: Three years as a Police Officer or a combination of training, education, and experience.



Job Summary

Protects the lives, safety, health, welfare, and property of individuals within the corporate limits of Hayden by enforcing municipal, state, and federal ordinances, statutes, and laws. Incumbents may be assigned to the Patrol Division, Investigations Division, and/or any special assignments as necessary. The position includes incumbents with full technical and operational capabilities in police practices gained through extensive training and experience. Does related work as required.

Qualifications:

Colorado POST certification, ability to obtain Colorado POST certification, or current certification from another state with the ability to obtain a Provisional Certification prior to appointment.

Primary Duties and Responsibilities:

I.) May be assigned to the Patrol Division and required to perform the following essential job functions:

1. Patrol assigned district(s) within the corporate limits to deter illegal activities and to protect and preserve the safety and security of individuals, buildings, neighborhoods, and district(s).
2. Respond to dispatch calls and investigate citizen complaints and reported breaches of the peace, including crimes in progress, crimes discovered after the fact, disturbances, accidents, etc.
3. Performs investigations at crime scenes, traffic accident scenes, disturbances, etc., to preserve and/or collect physical evidence, to diagram or photograph scenes, to obtain witness and/or suspect statements necessary for the reporting of circumstances and facts of incidents, for the charging of suspects with offenses, and necessary for follow-up investigations of incidents.
4. May establish traffic surveillance to observe and apprehend violators of traffic ordinances and statutes.
5. Prepares citations and summonses necessary to charge individuals with violations of ordinances, statutes, and laws, including petty, misdemeanor, and felonious offenses.
6. The officer may make arrests and take suspects into custody, including reading rights, searching, booking, and transporting individuals to holding and jailing facilities.



7. Appears in municipal, county, and district courts to offer testimony relative to the investigation and charging of individuals with non-criminal and criminal offenses.
8. Prepares a variety of routine and non-routine reports and records necessary information for the reporting of specific criminal and non-criminal incidents, etc.
9. Offers assistance to citizens of and visitors to Hayden including the giving of directions and information, calling for vehicular roadside assistance, locating lost children, etc.
10. Inspects patrol vehicles and operates vehicles under routine and emergency conditions.
11. Maintains equipment; participates in roll call; maintains awareness of beat activities.
12. Attends and participates in prescribed courses of physical training, classroom instruction, and field exercises, including work simulation exercises, investigative methods, rescue methods, instruction in the use and care of firearms, and other training designed to improve one's abilities as a police officer.
13. May be responsible for animal control and code compliance in the absence of a Community Services Officer. Issues warning notices of violations and impounds stray, vicious, or injured animals.
14. Other duties as may be assigned by Supervisors

II. May be assigned to the Investigations Division and perform other essential functions of the following nature:

1. Receives case assignments relative to felonious crimes reported within Hayden corporate limits and misdemeanor and petty crimes not cleared through preliminary investigations. May be assigned to specialty areas including crimes against persons, crimes against property, juvenile cases, intelligence, etc.
2. Performs follow-up investigation(s), including the collection, preservation, and analysis of physical evidence, the interviewing of witnesses and suspects, the surveillance of suspects, the checking of suspect backgrounds and statements, etc., to collect and analyze facts and data relating to the solution of assigned cases.
3. Cooperates with outside law enforcement jurisdictions and agencies necessary for the continuing investigation of cases and suspects and/or to gather criminal intelligence data.



4. Confers with the district attorney's staff in the investigation of cases and the preparation of criminal charges.
5. Prepares supplemental records and reports necessary to obtain warrants, for the preparation of charges, to document investigations, to close and/or clear cases, etc.
6. Testifies in courts relative to the facts of cases and investigations, the custody of evidence, etc.
7. May counsel parents and juveniles relative to juvenile cases. May cooperate with court officials, social workers, and agencies, etc., in the filing of charges, the deferral of sentencing, the placement of juveniles in alternative environmental settings, etc., as provided by the Colorado Children's Code.
8. May receive special staff assignments under the supervision of the administrative command officer relative to the research and preparation of departmental policy and procedure, training development and scheduling, etc. May receive special assignments to the front office, including the receiving of citizen complaints, assisting the public in the preparation of accident forms, giving and receiving non-routine police-related information from the general public in person and by telephone, maintaining records and files, etc.

Knowledge, Skills, and Abilities:

1. Judgement: Applies knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (i.e., life and death) situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up a situation quickly and takes appropriate action.
2. Observation Skills: Recognizes conditions or circumstances that indicate something might be wrong, unusual, or out of the ordinary; utilizes senses of sight and hearing to assist in recognition.
3. Learning: Comprehends new information and applies that which has been learned on the job. Understands and conceptually applies information that is provided in writing or verbally.
4. Oral Communications: Speaks in a clear, understandable manner and comprehends various types of information (e.g., accounts of past events, directions, explanations, ideas, etc.); talks effectively with persons of divergent cultural and educational backgrounds; speaks with good pronunciation, projects voice clearly, effectively uses police radio.



5. Written Communication: Writes clearly and concisely; uses acceptable grammar, punctuation, and spelling; writes reports that are well organized, complete, and accurate.
6. Interpersonal Behavior: Is sensitive to the feelings of others and resolves problems in ways that do not arouse antagonism; interacts and deals effectively with people from varying social and cultural backgrounds; is courteous and respectful, calms emotional people and attempts to resolve conflicts through persuasion rather than force; exercises compassion and empathy for persons in varied situations and with varied backgrounds.
7. Teamwork: Establishes and maintains effective working relationships with co-workers, supervisors, and other law enforcement officials; shares information and works cooperatively with others; complies with departmental rules and regulations; follows orders; is able to accept advice and constructive criticism in a positive manner and learn from the experience of others.
8. Assertiveness: Asserts self when necessary to exert control over others; confronts people who are behaving in a suspicious manner.
9. Emotional Self-Control: Maintains composure and performs effectively in stressful situations; refrains from overreacting when subjected to physical or verbal abuse; exercises restraint and uses the minimum amount of force.
10. Use of Weapons: Maintains physical strength, flexibility, and maneuverability necessary to properly utilize the approved weapons for police officers; demonstrates the ability to aim at a designated target and attain an acceptable proficiency rating; understands appropriate levels of force based on specific circumstances and chooses weapons accordingly.
11. Driving Skills: Demonstrates ability to control vehicles in routine and emergency situations; complies with departmental and state driving and safety regulations; has a good driving record.
12. Physical Ability: Maintains physical condition and fitness; demonstrates the ability to meet the physical demands of the job.
 - a. ability to sit in a vehicle for an extended period of time;
 - b. ability to run fast enough and far enough to catch fleeing criminals;
 - c. ability to run to safety when confronting certain situations;
 - d. ability to use strength and quickness to rescue endangered persons;
 - e. ability to physically separate individuals that are fighting or preparing to fight;
 - f. ability to function for extended periods with little rest;
 - g. ability to work varied hours and adjust sleep patterns;



- h. ability to withstand extreme weather conditions;
 - i. maintain a valid driver's license;
 - j. ability to participate in physical fitness training.
13. Adaptability: Ability to adapt to changes in working conditions (e.g., changes in patrol assignment, shift changes, different types of incidents that must be handled one right after another, etc.).
 14. Initiative: Ability to proceed on assignments without waiting to be told what to do; makes an effort to improve skills and keeps informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.
 15. Dependability: Ability to be reliable, thorough, punctual, and accurate; assumes responsibility for a share of the workload; works with minimal supervision.
 16. Integrity: Demonstrates a history of personal and professional honesty and integrity. Maintains the ability to testify in court.
 17. Ability to Comply with Laws, Rules, and Regulations: Follows orders, rules, and regulations and has shown a history of compliance with municipal, state, and federal laws and statutes.
 18. Acceptance of Criticism: Accepts advice and constructive criticism; demonstrates acceptance of responsibility for one's own mistakes and ability to learn from past mistakes.
 19. Problem-Solving: Analyzes problems, develops options, and develops proactive plans within the department and in partnership with the community.
 20. Education: High school graduate or GED. A college degree is preferred.
 21. Citizenship: United States citizen or legal authorization to work in the United States.
 22. Disqualifying Incidents: No disqualifying incidents as outlined by the Colorado Peace Officer Standards and Training and applicable Colorado law.

Difficulty of Work

Incumbents must deal with a variety of changing situations and deal with a variety of individuals under possible threatening and stressful conditions. The incumbent must determine proper and legal courses of action and solve practical problems using skills and techniques of police science, following general and broad department procedures and within a framework of ordinances, statutes, laws, and court decisions. The nature of the work precludes the application of specific guidelines and set precedents. The incumbent is required to use individual judgment with wide latitude in decision-making processes.



Responsibility

The incumbent receives guidance in the form of departmental policies, supervisory review of work accomplishments, and the availability of senior officers for guidance in unique situations. The incumbent's actions and decisions, applied in critical and stressful situations, may affect the safety and lives of the incumbent, co-workers, suspects of illegal activities, and citizens of Hayden. Errors in judgment or action could affect citizen acceptance of the Police Department and/or financial and legal consequences. Decisions made by incumbents may have serious and far-reaching effects on individuals.

Personal Relationships

The success of the incumbent in performing assigned work activities and the acceptance of the Police Department is dependent upon the working relations of the incumbent employee. The incumbent must effectively deal with individuals seeking assistance and advice, individuals under mental and emotional stress, and individuals committing criminal offenses and threatening life and property. Incumbents must deal cooperatively and effectively with court officials, outside enforcement authorities, etc.

Physical Demands

The incumbent normally works under moderate physical demand while on patrol; however, may be subject to strenuous physical effort in the pursuit, apprehension, and control of resisting and threatening individuals.

Working Conditions

Incumbents are subject to traffic hazards while patrolling and responding to emergencies in all traffic and weather conditions. The incumbent is exposed to verbal and physical abuse while performing assigned duties and may be threatened and/or attacked with dangerous weapons while dealing with criminal and emotionally disturbed individuals.

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permanent employment for any term is intended or should be implied from the statements contained in the job description.