

TOWN OF OAK CREEK

POSITION TITLE: Police Officer

DEPARTMENT: Police

REPORTS TO: Police Chief

SUPERVISORY RESPONSIBILITIES: Lead position within Police Department; may supervise Community Service/Reserve Officers and clerical staff

DATE APPROVED: Pending September 27, 2012

SUMMARY OF POSITION: Under general supervision of the Town Administrator/Clerk, leads Police Department activities. Performs administrative and specialized duties in the operations and law enforcement functions of the office. Perform law enforcement, crime prevention, investigative, service, and related work. Ensures incorporation of modern, efficient law enforcement technologies into the department's procedures, equipment and methods, and to perform related duties as required.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and additional functions of the job at any time.

- Ensures that the police department is administered in an effective, coordinated and efficient manner to provide police services to the community. This includes working with Town administration in establishing policies, procedures, regulations and directives for delivering police services.
- Manages and oversees ancillary police department staff.
- Provides coordinated administrative leadership and direction for the police department in the areas of technical expertise, departmental operations, personnel training and development. This may include:
 - Development of departmental budget and expenditure requirements in coordination with the Town Administrator/Clerk;
 - Researches, develops and evaluates short and long range public safety programs, police practices, and management programs;
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
- Uses problem solving skills, creativity and innovative approaches to identify community concerns, present options of courses of action, identify resources, plan for implementation of desired changes, and evaluate success.
- Coordinates information and resources among other department employees, public and private agencies, and citizens regarding crime problems and solutions. Works with other Town employees as well as public and private agencies in designing and implementing

problem solving strategies. Establishes two-way communication and acts as an information source to citizens regarding crime problems and solutions. Cooperates with County, State and Federal law enforcement and Emergency Services personnel as appropriate where activities of the police department are involved.

- Patrols the Town on foot or in patrol car. Performs investigation, renders service, enforces traffic and criminal laws, and generally provides for the safety of the public.
- Prepares and submits periodic reports to the Town Administrator/Clerk and Town Board regarding the Department's activities and prepares a variety of other reports as appropriate. Assists Town Administrator/Clerk and Town Board in maintaining and updating the Town of Oak Creek Police Manual.
- Controls the storage, inventory and disposition of physical evidence, recovered stolen property, and found property.
- Maintains all police records in compliance with state and federal laws.
- Analyzes and interprets legal codes and criminal evidence.
- Testifies in court regarding policing duties.
- Communicates with customers, citizens and team members in a professional, courteous and effective manner.
- Understands and works to implement Town and departmental goals and policies.
- Performs related duties as required by management to meet the needs of the Town.
- Responds to emergency situations, takes property safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. This position requires the use of Town vehicles on Town business.
- Administer basic emergency medical assistance when necessary.
- Serve and execute warrants.
- Schedule appointments for vehicle VIN inspections, fingerprint requests, school classroom requests and interviews.

REPORTING RELATIONSHIPS

Direct supervision is provided by the Town Administrator/Clerk. May supervise Community Service/Reserve Officers and clerical staff.

KNOWLEDGE, SKILLS, ABILITIES

General:

- High school diploma, Associates degree or a combination of education, training, and experience which provides the knowledge, skills and abilities required for the job.
- Must be a Colorado Certified Peace Officer, and have a valid Colorado Driver's License with an acceptable driving record.

Technical Skills:

- Know and understand police work, including modern crime prevention, investigation techniques, criminal identification, apprehension, detention, rules of evidence, traffic control and safety, and record keeping.
- Skill in effective, clear and persuasive oral and written communication to individuals and groups.

- Skill at resolving conflicts and gaining cooperation among competing interest groups.
- Ability to assist the Town in identifying the department's future direction in response to changing community needs, and in developing, implementing and monitoring appropriate plans, schedules and action steps.
- Ability to develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media and the general public.
- Understand the Town's political environment and sensitivities, and function effectively within that environment.

Other requirements:

- Stable work history
- Must be able to work a flexible schedule including emergency call back, shift work, nights, holidays and weekends to accommodate Town needs
- Ability to perform essential physical functions of the job
- Ability to exert control over others verbally and physically during crisis and emergency situations
- Must have correctable vision to 20/20
- Successful completion of a physical, psychological and polygraph evaluation
- Pass a background investigation
- Experience and demonstrated skills working with computers and typing proficiency

Desired qualifications

- Previous police management experience
- Bilingual in English/Spanish
- Knowledge of Oak Creek community