



Police Officer –  
Investigator  
in Oak Creek, CO



## Town Government

Incorporated in 1907, the Town of Oak Creek was settled around the extension of the railroad into Routt County to access substantial coal resources. It is a statutory town led by a 7-member Board of Trustees. The Trustees appoint the Town Administrator/Clerk, Town Attorney, Town Treasurer, Municipal Court Judge, Police Chief and members of advisory commissions and committees. The Town's General Fund Budget FY 2019 is \$3.5 million. The Police Department Budget is just under \$300,000.

The new Police Officer-Investigator will be part of town staff of approximately 15 dedicated and team oriented employees. The Police Department is led by the Chief of Police. There is one other full-time and one part-time seasonal employee for the Police Department.

Oak Creek provides a full range of services including: police protection, recreational activities, community and economic development, electric, water, sewer and streets services, parks maintenance, events coordination, general administrative and support services. Fire service is provided by the Oak Creek Fire Protection District.

The Town is approximately two (2) square miles bisected by Oak Creek, a waterway beginning in the Flat Tops Wilderness area.

The Police Department enjoys partnerships with members of the community, sister police agencies, associated service agencies, and our school district.

## The Community

Located on the western slope of the Rockies, roughly 160 miles from Denver and Grand Junction, Oak Creek has long been home for hardworking ranchers, rough and tumble miners and those that prefer unbeatable mountain lifestyles.

The community has come to appreciate, and demands, a police department that is focused on problem solving and partnerships. Service and understanding are key. Enforcement actions are taken when necessary with accountability for behavior being the goal.

Oak Creek's elevation is 7,444 above sea level. The population of Oak Creek is approx. 944. Our Town is centrally located in South Routt County with a population of approximately 3,300 people. The median age is 36.5.

Stagecoach State Park is one of Oak Creek's most popular recreational facilities. The park's highlight is a 780-acre reservoir with a full-service marina. Here visitors can boat, watch the wildlife, camp or fish for plump Northern Pike and Rainbow Trout. Additional outdoor adventures take place in the adjacent Routt National Forest, at the Steamboat Ski Resort 30 minutes to the north and the Vail and Copper Mountain ski areas approximately 60 minutes south.

Year round recreational activities abound. We are surrounded by bicycling, hiking, boating, fishing, hunting, skiing, snow-shoeing, and opportunities to snowmobile. The flexible schedule at the Police Department allows for our members to embrace these adventures.

A few stores, restaurants and a motel dot the quaint town, while tree-lined neighborhoods and a big park open up off Main Street. While there are many summer and winter community activities, Oak Creek is known for the weekend long Labor Day Celebration.

The South Routt School District (Soroco) operates the Pre-K through 12 public school system. Colorado Mountain College is located in Steamboat Springs approximately 20 miles from Oak Creek.

The Yampa Valley Regional Airport is located 25 miles northwest of Oak Creek in the Town of Hayden. The airport services commercial and private aviation.

## The Opportunity

The Town of Oak Creek, Colorado offers an outstanding opportunity for an experienced police professional with a background in investigations or a desire to become the primary investigator for the department. This is a professional challenge balanced by an unbeatable quality of life. Oak Creek is a mountain community with thriving small retail and manufacturing industries, abundant natural resources, a strong appreciation for culture and community events, and a reinvigorated commercial core. The Town employees enjoy a quality of life defined by natural beauty, a splendid climate with abundant recreation amenities, and a close knit community.

# Challenges and Opportunities

The Police Officer-Investigator will be presented with a number of known challenges and opportunities in which to excel including:

- The workload of the town and community require that the Police Officer-Investigator be a working police officer with additional skills in investigations.
- Maintaining the public trust and the partnerships built by the previous Police Officer-Investigator and other members of our department.
- Working with many stakeholders and partner organizations to ensure we find solutions to problems faced by members of our community.
- The ability to show flexibility in responses to calls for service, the needs of victims and community members.
- Being a voice of influence in the daily operations of the police department and being a valued member of community-based organizations providing services.
- Being one of three full-time members of the police department shouldering the appropriate burdens while sharing in the rewards.



The Police Officer-Investigator is an at-will, line-level service position that serves at the pleasure of the Town. The Chief of Police works with and guides the Police Officer-Investigator through all aspects of the job. Final appointment and discipline decisions are made by the Town Administrator.

The Police Officer-Investigator frequently works as the sole on-duty member of the department and is expected to work independently and with members of sister agencies to meet the needs of the Town and community at any particular moment in any circumstance. Coordination of response to incidents is key.



# Essential Responsibilities:

- 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.
- Assists in controlling the storage, inventory and disposition of physical evidence, recovered stolen property, and found property.
- Assists in maintaining 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 proper 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.

## Specific

## Responsibilities:

- Use of written language to prepare documents. Documents must be clear, precise, understandable and able to protect the interests of the victim, suspect, police department and Town of Oak Creek.
- Use of oral presentation skills to ensure proper and understandable testimony in court proceedings.
- Has ability to develop rapport with persons from all walks of life and in all roles of the criminal justice and police services systems.
- Interview and Interrogation skills that ensure compliance with laws, constitutional provisions and best practices.
- Basic crime scene processing abilities.

## The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Police Officer-Investigator must possess certain traits that will be essential for success:

- An accomplished investigator or a person with a strong desire and base skills to become an investigator.
- Someone who can gain and maintain the respect and trust of the community, staff, Board of Trustees, sister agencies, support agencies, the courts and the District Attorney's staff.

- A capacity to be politically savvy when necessary and to navigate sensitive issues in an appropriate and neutral way.
- Able to practice personal accountability and increase accountability of the organization.
- Prioritizing tasks and modeling the ability to work well under pressure.
- Understanding, and adapting to, the changing workload and recruiting assistance during high volume of work from our small staff.
- A creative problem solver who understands the benefit and value of working collaboratively with all stakeholders.
- Understands the need to maintain flexibility in work scheduling and the essence of communicating scheduling desires early and throughout the team.

## Education & Experience

Must be Colorado POST Certified or Certifiable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. However, experience is necessary since our community does not place high enough demand on our police to expose someone without experience to the world of policing.

**Experience:** Three to five years of city or county policing experience is minimally acceptable. Experience with investigations of a variety of crimes from fraud to homicide is preferred, but general investigative experience is a must.

## Compensation & Benefits

The salary hiring range for the Police Officer-Investigator is \$53,366 to \$57,426 depending on experience. The successful candidate will receive an excellent benefit package.

## Recruitment Process

All interested candidates should apply immediately to the Town by submitting a letter of introduction and Town application

[\(https://townofcreek.com/employment/\)](https://townofcreek.com/employment/)

By close of business on February 20, 2020 to:

Town of Oak Creek, PO Box 128, Oak Creek, CO 80467 or [clerk@townofcreek.com](mailto:clerk@townofcreek.com) Subject: Police Officer-Investigator.

Top candidates will be invited for a comprehensive interview process tentatively set for March 5, 2020.

Selection process includes: Review of Application; Interviews; Background Investigation; Psychological Evaluation; Medical Evaluation; Truth Verification Exam (polygraph/CVSA).

For further information or questions on the recruitment process, please contact Chief Ralph Maher (970) 736-2422 ext. 207 or via email at [rmaher@townofcreek.com](mailto:rmaher@townofcreek.com). Interested candidates are encouraged to submit application materials early for maximum consideration.

