



TOWN OF KEENESBURG
FOUNDED JULY 1906
A MUNICIPAL CORPORATION SINCE JULY 1919
91 W BROADWAY AVE
P.O. Box 312
KEENESBURG, COLORADO 80643

Position Announcement

Job Title: Police Sergeant
Location: Town of Keenesburg
Classification: Full-Time
Pay Range: Beginning \$77,000/year

Opened: May 9, 2022
Closing Date: May 27, 2022



POSITION OBJECTIVES: Under the direction of the Police Chief, the Sergeant is a safety-sensitive position that is involved with the complex and specialized activities required to maintain civil order, the preservation of the public peace, protection of life and property, detection and prevention of crime, apprehension of criminals, knowledge and enforcement of laws and ordinances. In addition, the Sergeant shall assist in the supervision and training of sworn personnel. Each officer will be held to a high standard of performance within the structure of the agency. Enforces State of Colorado State Statutes and Town of Keenesburg Municipal Code to protect and serve the Town. Patrols the Town to maintain order, prevent crimes, and protect life and property. Responds to calls for service, conducts preliminary and follow-up investigations through interviews, gathering and securing evidence.

Essential Duties and Responsibilities:

The below list is intended to be illustrative of the responsibilities of the position and not all-encompassing. The Town may change these duties at any time.

- Responsible for performing all essential duties and responsibilities of a Police Officer.
- Processes crime scenes and transports evidence when required; may attend autopsies and testify in court
- Contacts victim advocates and/or Human Services when necessary.
- May include investigation of all major crimes.
- Conducts special investigations; arrests, searches, and arranges for the proper disposition of suspects; collects evidence; prepares a variety of reports, both manually and electronically; testifies in court, analyzes, and disseminates intelligence information; assists in the coordination of intelligence activities.
- Identifies training needs and assists in the presentation of training materials.
- Responsible for the completion of employee performance evaluations and mid-year evaluations; counsels police personnel on job performance.
- May prepare and conduct briefings; makes day to day police assignments as required; inspects personnel and equipment.
- Responsible for knowing the names and general locations of the streets, hospitals, public buildings, government agencies and important business establishments in the Town.
- Responsible for attaining and maintaining department applicable training and certifications.
- May be assigned to other responsibilities, to include; Traffic, Patrol, Investigations or serve in the capacity of an instructor for a variety of trainings and continuing education programs.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Public Safety and Security: knowledge of rules and regulations for the protection of people, data, and property; including the use of weapons and force.
- Law and Government: knowledge of laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Psychology: knowledge of basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- Knowledge of community policing techniques and programs.
- Knowledge of emergency medical and first aid practices.
- Mechanical/Technical: skilled in the safe operation of diverse equipment; including operating motor vehicles in hazardous situations, use of computers, radios, weapons, and other police equipment
- Ability to act effectively in crisis situations.
- Active Listening: skilled in listening to what other people are saying and asking appropriate questions.
- Service Orientation: skilled in actively looking for ways to help people, tactfully and effectively interacting with citizens in a wide variety of stressful situations.
- Critical Thinking: ability to use logic and analysis to identify the strengths and weaknesses of different approaches.
- Social Perceptiveness: ability to be aware of others' reactions and understand why they react the way they do.
- Ability to make oral presentations.
- Ability to read and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add, subtract, multiply, or divide quickly.
- Ability to communicate information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Ability to use oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Ability to perform essential duties with independence and initiative.
- Ability to effectively work with administrative or investigative personnel on directed assignments.
- Ability to pass a medical physical examination and drug screen.

REPORTS: Prepare and submit daily activity logs and reports to the Police Chief may be required.

Other Duties: Perform other duties as assigned by the Police Chief.

Qualifications:

- Must have High School Diploma or equivalent.
- Must be at least 21 years of age.
- Must be able to pass background check, psychological evaluation, and pre-employment drug test and physical.
- Preferred qualifications: Six (6) years of full-time sworn, non-probationary service, satisfactory performance, completion of a minimum of one hundred-eighty (180) hours of advanced individualized training in police-related areas; completion of at least sixty (60) semester hours at an accredited college or university.

- Ability to demonstrate knowledge of department's policy and procedures, Town personnel policies, municipal code, and state and federal law related to law enforcement is required.

Licenses/Certifications:

- Colorado Post Certification is required.
- Must possess and maintain a valid Colorado Driver's license and a safe driving record for continued employment.

Environmental Conditions

Work is generally performed in an outdoor environment. The employee is moderately exposed to adverse weather.

Physical Requirements

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate with times of increased noise.

Employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Peripheral vision, and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk, stoop, or kneel. Frequent driving of a variety of motor vehicles. Required to be available and on-call at various hours.

Town Benefits:

The Town of Keenesburg offers a comprehensive benefit package and pays a major portion of the employee premium. Benefit coverage includes Health Insurance, Dental and Vision, Town paid Life Insurance for employee, FPPA, paid sick leave accrual, and vacation time (based on length of service). Benefits begin the 1st of the month following 90 days from date of hire for employees regularly scheduled and working an average of 20 hours per week.

The duty statements set forth in this Job Description are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The Town reserves the right to modify or change duties or essential functions of this job at any time. The Town of Keenesburg is a drug-free workplace. The Town of Keenesburg is an Equal Opportunity Employer.