

City of Cañon City, CO
Position Description

Class Title: POLICE OFFICER TRAINEE

Job Code: 5107

Range: 46

Department: Police

Reports to: Police Sergeant

SUMMARY:

Under close supervision, receives training in and performs a variety of duties for the Cañon City Police Department, to maintain public order, and to assist and protect the lives and property of Canon City residents, business owners, and visitors.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Receives training in and performs law enforcement duties on an assigned shift. Receives assistance and guidance from Field Training Officer (FTO) when performing duties. Upholds and enforces federal, state, and municipal criminal and traffic laws and ordinances. Prevents criminal episodes and suppresses civil disturbances. Patrols City in marked police car, responds to calls for assistance and traffic accidents, determines appropriate actions to maintain or re-establish law and order, investigates incidents, intervenes in disputes, writes reports, executes search warrants, controls traffic, issues citations, apprehends criminal suspects, makes arrests, consults with prosecutors, testifies in court, and transports suspects to jail.

Assists the public with general information and safety advice. Prepares legal paperwork such as arrest warrants, summons, probable cause affidavits, custody forms, penalty assessments, and revocation forms. Investigates crimes. Collects and preserves evidence. Photographs and videotapes crime scenes and accident scenes. Conducts searches as authorized of buildings, vehicles, documents, and computers following established procedures. Provides first aid when needed. Performs related duties as established by law/ordinance or reasonably directed by the City.

QUALIFICATIONS:

Education/Experience:

High school diploma or equivalent.

Licensing/Certification Requirements:

Certified Colorado Police Officer. Colorado Driver's License.

Knowledge of:

- The mission, policies, goals and procedures of the City of Cañon City.
- Federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to law enforcement issues in Cañon City.
- Theory, principles, practices, and methods of criminal justice.
- Theory, principles, practices, and methods of performing the police patrol or investigative duties of an assigned shift or unit of a municipal police department.
- The safe use of equipment used by police officers in the performance of their duties including handgun, shotgun, assault rifle, taser, pepperball gun, pepper spray, voice recorder, flashlight, handcuffs, baton, measuring wheel, and two way radios.

Skill in:

- Patrolling streets and public places in a marked police vehicle, discovering and preventing the commission of crimes, and enforcing state, local, and municipal laws.
- Responding to calls for service, accident scenes, acts of terror, natural disaster, and preplanned events that require a police presence.
- Preparing reports and legal paperwork.
- Intervening in disputes, apprehending suspects, issuing citations, identifying witnesses, conducting

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investigations, interviewing victims, suspects, and witnesses, and maintaining or re-establishing law and order.

- Protecting and preserving crime scenes, and gathering evidence.
- Testifying in court.
- The safe use of equipment used by police officers in the performance of their duties including handgun, shotgun, assault rifle, taser, pepperball gun, pepper spray, voice recorder, flashlight, handcuffs, baton, measuring wheel, two way radios,
- Utilizing office equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Communicating in person and in writing.
- Establishing and maintaining effective working relationships with City officials, employees, other agencies, contractors, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The employee is frequently required to view computer keyboards and monitors. The employee is sometimes required to perform repetitive motions typing on computer keyboards. The employee is sometimes required to drive, including marked and unmarked police vehicles. The employee is occasionally required to lift up to 175 pounds. The employee is occasionally required to apprehend and subdue persons resisting arrest. The employee is occasionally exposed to hazardous and potentially lethal situations and individuals, including exposure to firearms, other weapons, explosives, toxins, traffic, and natural disasters.

FLSA Status:	<input type="checkbox"/> Exempt-Salaried	<input checked="" type="checkbox"/> Non-Exempt Hourly
Date of Original:	10/18/06; prepared by PSPC	
Date Adopted:		