

# Police Officer I

## City of Glenwood Springs Job Description



Position Details	Description
Job Code	2107
Grade	P200
FLSA Status	Non-Exempt
Category	Full-time
Hours	84 hours biweekly
Job Location	City Hall, 101 8 <sup>th</sup> St, Glenwood Springs, CO
Position Reports to	Patrol Sergeant
Direct Reports Assigned	0
Date Revised	November 09, 2021

### Position Summary:

Entry-level sworn position responsible for enforcing State and Federal laws and City Ordinances. This position requires both reactive and proactive application of law enforcement authority to protect the health, safety and welfare of the citizens and visitors to the City. Supervision will be through department supervisory personnel through the chain of command, generally through Patrol Sergeant or other personnel responsible for a patrol shift.

### Essential Functions:

- Patrol the City enforcing laws and ordinances related to traffic, criminal and civil violations as authorized by State Statutes governing the powers of sworn officers.
- Responsible for the timely and accurate preparation of reports of their actions as required by the department.
- Investigate crimes and complaints with a fair and impartial mind set, seek the truth in all matters and report that finding.
- Treat all persons they contact with the utmost courtesy, professionalism, and compassion, to the highest degree possible in the situation.
- Be prepared to support actions in a Court of Law through presentation of evidence and testimony.
- Versed in the process of evidence collection, preservation, and presentation.
- Working in adverse weather conditions.

**Other Duties:** The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Core Competencies:

- Ability to develop a strong working knowledge of laws and ordinances, and to gain an in-depth knowledge of City street locations, business locations, and government facilities.

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- Knowledge of City resources from other departments, and knowledge of other agencies that can assist a victim of crime or circumstance.
- Strong organizational skills and capacity for multi-tasking
- Ability to understand and follow verbal and written directions.
- Ability to deal calmly with irate people, ability to handle catastrophic situations, and ability to handle physical confrontations with acceptable levels of force as prescribed by policy and training.
- Strong communication skills; Ability to communicate verbally and in writing to a wide variety of people on a wide variety of subjects.
- Utilize good judgement and ability to problem solve.
- Capacity for empathy and compassion.
- Ability to demonstrate courage and take responsibility.
- Ability to safely operate a motor vehicle.
- Must complete City Americans with Disabilities Act training modules 1 and 2 within first (30) days of employment.

### **Residency Requirements:**

Must live within 50 miles from the intersection of Grand Avenue and 8th Street. Total travel time cannot exceed 60 minutes at posted driving speeds.

### **Education, Training & Certifications:**

#### Necessary:

- Must be 21 years or older.
- High school diploma or equivalent.
- Colorado Peace Officer Standards and Training certification as a Peace Officer.
- Valid driver's license, clean driver's record.
- Must pass a polygraph test, personal interview with the Chief of Police, written exam, psychological assessment, and Colorado P.O.S.T. background investigation, including a credit check and fingerprints.
- Must pass a pre-employment physical, including a drug screen.

#### Desired:

- College Degree in Criminal Justice or associated field
- Effectively communicate in the Spanish language, as determined by exam provided by the City.

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## Necessary Physical Requirements:

Action	Frequency
Lifting	25-50 pounds frequently; 75-100 pounds occasionally
Carry	20-30 pounds frequently; 50-70 pounds occasionally
Pushing/Pulling	60-80 pounds frequently; 80-90 pounds occasionally
Driving	Frequently
Balance/Stoop/Bend	Frequently
Twist/Squat/Crouch	Frequently
Kneeling	Occasionally
Crawling	Occasionally
Climbing Stairs	Frequently
Climbing Ladders	Occasionally
Standing/Walking	Frequently
Reaching Above/Below/At Shoulder Level	Frequently

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE POSITION:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# Police Officer II

## City of Glenwood Springs Job Description



Position Details	Description
Job Code	2106
Grade	P300
FLSA Status	Non-Exempt
Category	Full-time
Hours	84 hours biweekly
Job Location	City Hall, 101 8 <sup>th</sup> St, Glenwood Springs, CO
Position Reports to	Patrol Sergeant
Direct Reports Assigned	0
Date Revised	August 27, 2025

### Position Summary:

Advanced advanced-level sworn position is distinguished from the Police Officer I by the demonstration of advanced capabilities, knowledge, leadership, and expertise. The duties of a Police Officer II are essentially the same as a Police Officer I, with the additional responsibility to take a lead role in the absence of a supervisor. A Police Officer II is expected and empowered to make decisions at scenes when a supervisor is unavailable. Supervision will be through department supervisory personnel through the chain of command, generally through Patrol Sergeant or other personnel responsible for a patrol shift.

### Essential Functions:

- Patrol the City enforcing laws and ordinances related to traffic, criminal, and civil violations as authorized by State Statutes governing the powers of sworn officers.
- Responsible for the timely and accurate preparation of reports of their actions as required by the department.
- Investigate crimes and complaints with a fair and impartial mindset, seek the truth in all matters, and report that finding.
- Treat all persons they contact with the utmost courtesy, professionalism, and compassion, to the highest degree possible in the situation.
- Be prepared to support actions in a Court of Law through presentation of evidence and testimony.
- Versed in the process of evidence collection, preservation, and presentation.
- Working in adverse weather conditions.
- Take a lead role in the absence of a supervisor—expected and empowered to make decisions at scenes when a supervisor is unavailable.

**Other Duties:** The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

# Police Officer II

City of Glenwood Springs Job Description

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## Core Competencies:

- Both reactive and proactive application of law enforcement authority to protect the health, safety and welfare of the citizens and visitors to the City.
- Strong organizational skills and prioritization skills.
- Ability to understand and follow verbal and written directions.
- Ability to effectively work within and foster a team atmosphere.
- Ability to think clearly and make calm decisions in stressful situations, and have a strong knowledge of laws and ordinances.
- Ability to deal calmly with irate people, ability to handle catastrophic situations, and ability to handle physical confrontations with acceptable levels of force as prescribed by policy and training.
- Strong communication skills: ability to communicate verbally and in writing to a wide variety of people on a variety of subjects.
- Ability to operate a motor vehicle safely.
- Knowledge of City resources from other departments and knowledge of other agencies that can assist a victim of crime or circumstance.
- Exhibit leadership, teamwork, professionalism, and advanced knowledge, and provide training and supervision when necessary.
- Must complete City Americans with Disabilities Act training modules 1 and 2 within the first (30) days of employment.

## Residency Requirements:

Must live within 50 miles of the intersection of Grand Avenue and 8th Street. Total travel time cannot exceed 60 minutes at posted driving speeds.

## Education, Training & Certifications:

Necessary:

- Eighteen (18) months of experience as a full-time sworn officer.
- Valid driver's license, clean driver's record.
- Must pass a polygraph test, personal interview with the Chief of Police, written exam, psychological assessment, and a Colorado P.O.S.T. background investigation, including a credit check and fingerprints.
- Must pass a pre-employment physical, including a drug screen.

Desired:

- College Degree in Criminal Justice or associated field
- Effectively communicate in the Spanish language, as determined by exam provided by the City.

# Police Officer II

City of Glenwood Springs Job Description

## Necessary Physical Requirements:

Action	Frequency
Lifting	25-50 pounds frequently; 75-100 pounds occasionally
Carry	20-30 pounds frequently; 50-70 pounds occasionally
Pushing/Pulling	50-80 pounds frequently; 90-100 pounds occasionally
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Balance/Stoop/Bend	Frequently
Twist/Squat/Crouch	Frequently
Kneeling	Occasionally
Crawling	Occasionally
Climbing Stairs	Frequently
Climbing Ladders	Occasionally
Standing/Walking	Frequently
Reaching Above/Below/At Shoulder Level	Frequently

**I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE POSITION:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date