



***Town of Nederland  
Nederland Police Department***  
20 Lakeview Drive, Nederland CO 80466

Office: 303-258-3250 • Dispatch: 303-441-4444 • Fax: 303-258-7519

<b>Job Title:</b>	Police Chief/Town Marshal	<b>Salary:</b>	\$70,000 - \$80,000 per year
<b>Dept.:</b>	Marshal's Office	<b>FLSA:</b>	Exempt, Salary
<b>Classification:</b>	Professional	<b>Revised:</b>	October 2021

**General Statement of Duties:**

Performs a variety of administrative and supervisory duties to manage the operations of the Town Police Department, including budgeting, planning, managing, organizing, and supporting others to ensure effective and efficient operations of the department. Performs routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, citizen assistance, and related law enforcement activities as needed.

**Supervision Received:**

Works under the Town Administrator's direction within the policy guidelines of the Board of Trustees.

**Supervision Exercised:**

Provides direct supervision to all Police Officers and Police Clerk.

**Description of Duties:**

The following examples of duties are intended to be illustrations only and are not all-inclusive:

- A. Engages in all police patrol functions, including but not limited to:
  - a. Patrolling the Town and executing official police duties to maintain order, prevent crimes, and protect the public's general safety, property, and quality of life;
  - b. Responding to calls for assistance such as reported crimes, emergency, etc.;
  - c. Directing traffic and assisting motorists as necessary in emergencies and breakdowns; and
  - d. Issuing citations for traffic violations and investigating motor vehicle accidents to determine if a crime has been committed, and providing first aid for the injured.
  
- B. Performs skilled investigative work involving alleged crimes by:
  - a. Securing the scene to protect and gather evidence;
  - b. Interrogating complainants, witnesses, and suspects;
  - c. Assisting officers with investigations when a warrant is required;
  - d. Reviewing and assisting in the application of warrants; and
  - e. Taking over complex cases from officers when necessary (other duties can be set aside or transferred as necessary to work through a complex case).

- C. Serves Search Warrants, Bench Warrants, and other court papers as necessary.
- D. Serves as senior officer at a crime scene, supervising other police officers by providing guidance, training, and direction in conducting investigations.
- E. Reviews investigative police reports written by police officers for all cases and investigations.
- F. In a coordinated effort with administrative staff, prepares the annual departmental budget. Analyzes and monitors the department's expenses, revenue, and budget throughout the fiscal year.
- G. Attends Board of Trustees workshops and meetings as directed by the Town Administrator to present budgets, programs, services, and reports, including analyzing and planning for future and present activities.
- H. Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies, including various civic and community groups, as well as Town boards and committees. Attends and participates in all required meetings and training.
- I. Participates in coordinating, planning, and scheduling Town special events.
- J. Coordinates with other law enforcement and related agencies in various activities including, but not limited to, mutual aid and investigative support.
- K. Collects, correlates, and analyzes criminal activity and individual officer productivity as well as other related statistics to determine the effectiveness of the department. Regularly delivers reports to Town Administrator of these assessments. Ensures the compilation and submission of mandated statistics to various state and federal agencies in conjunction with administrative staff.
- L. Creates and maintains a general emergency preparedness plan in coordination with County, State, and Federal officials. Commands force during emergencies.
- M. Develops long-range strategic operational plans for the department. Prepares recommendations and implements operational plans to ensure maximum effectiveness of law enforcement services provided by the department.
- N. Initiates, reviews, updates, and prepares department rules, regulations, policies, and procedures to reflect changes in laws and/or the philosophy of the department.
- O. Responsible for staff development, including providing interventions such as feedback concerning expectations, standards, and work procedures, as well as training, discipline, and management follow-up in a concerted effort to improve and enhance team and

individual performance.

- P. Assigns the responsibilities of acquisition, allocation, maintenance, inspection, and disposal of department equipment and ensures the appropriate maintenance of an inventory list. Ensures proper accounting of all evidence.
- Q. Performs or directs research projects in support of recommendations for staffing changes, equipment needs, training needs, and ordinance/policy revisions.
- R. Performs other related police work as necessary.

**Required Knowledge, Skills, Abilities:**

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment, as well as applicable criminal law, codes, and legal procedures.
- Considerable knowledge of Community Oriented Policing, its philosophy, and components.
- Demonstrated knowledge, skills, and abilities in operations, supervision, and leadership. Considerable knowledge of modern techniques of the administration of a law enforcement agency.
- Ability to act with tact and impartiality.
- Consistently demonstrates personal and professional honesty and integrity.
- Ability to establish and maintain effective working relationships and communicate effectively with co-workers, the Board of Trustees, and the general public, including the ability to interact with individuals from diverse socioeconomic, racial and ethnic backgrounds, abilities, lifestyles, ages, and genders in a fair and impartial manner.
- Ability to accept constructive criticism in a positive manner, as well as accept responsibility, demonstrate accountability, and to recognize and utilize feedback as a learning mechanism.
- Ability to train and supervise subordinate personnel, exercise sound judgment, calmly evaluate situations, and make decisions under potentially emergency or stressful conditions.
- Ability to apply professional law enforcement methods, crime prevention techniques, and problem-solving methods to reduce crime and promote a safe environment in the community. Skill in the application of arrest and control techniques.
- Consistently demonstrates reliability and organizational commitment by supporting management decisions; appropriately interpreting management decisions for others; adhering to and developing appropriate guidelines; and demonstrating accuracy, promptness and punctuality in work.
- Knowledge of safe work practices and Town expectations regarding safety in the workplace. Must ensure all employees are trained in safe work practices and managing risk as it relates to safety and addressing worker related injuries, pursuant to Town requirements.
- Ability to prepare concise and error-free written reports.

**Special Equipment and Materials Used:**

Must be skilled in the operation of:

- Police vehicles, police radios, radar guns, and restraint devices such as handcuffs
- Safe use of handguns and other weapons, as required
- Cellular telephone, internet, email, pagers, and other office equipment related to law enforcement duties
- Computers and related software for report writing

**Education:**

Bachelor's Degree in police science, criminology, criminal justice, public administration, or a related field, or a combination of education, training, and experience sufficient to demonstrate competency in performance of the essential functions of the position.

**Experience:**

Ten (10) years of law enforcement police experience at the city, county, or military level. Two (2) years' supervisory experience within a law enforcement-related field. A combination of equivalent education or training will be considered.

**Special Requirements:**

- Must be able to work rotating and various day, holiday, overtime, and weekend shifts
- Must pass a background check
- Must possess a valid Colorado Driver's License
- Completion of any other requirements for police officer certification as required by Colorado POST, e.g. submission of fingerprints to the Colorado Bureau of Investigation
- Successful completion of pre-employment polygraph, psychological, and drug testing
- Graduation from police academy or equivalent required
- Colorado State Supervision and Management Certificates or equivalent desirable

**Work Environment:**

While performing the duties of this job, the employee is regularly required to use physical exertion at all levels. The employee must:

- Frequently stand, walk, sit, and reach with hands and arms
- Occasionally climb, balance, stoop, kneel, crouch, or crawl
- Lift and/or move objects (frequently up to 50 pounds; occasionally up to 100 pounds)
- Meet specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Occasionally work in high, precarious places and with explosives, as well as in outside weather conditions (including extreme cold, extreme heat, high winds, and multiple hours of adverse weather)
- Occasionally experience exposure to fumes, airborne particles, blood pathogens, toxic or

- caustic chemicals, as well as the risk of electrical shock, radiation, and vibration
- Occasionally experience hazards to personal safety from gun fire/physical confrontations
- Periodically work in stressful situations
- Operate patrol vehicles for extended periods of time during routine patrol operations

Basic law enforcement and all needed safety equipment provided. Employee responsible for weather protection needs.

**Pay & Benefits:**

- This is a full-time, benefitted position, starting at \$70,000 - \$80,000 annually, based on experience
- Employer-sponsored health, dental, and vision insurance and retirement plan (up to 4% employer match)
- Generous vacation and PTO package, including 12 paid holidays
- Free pass to Nederland Community Center gym
- Free EcoPass (bus pass)
- Free access to Employee Assistance Program (EAP)
- Short-term and long-term disability insurance
- Life insurance policy (\$50,000)
- Optional Health Savings Account program

*All duties and descriptions listed in this job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change. The Town of Nederland does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*