



***Nederland Police Department***  
***20 Lakeview Drive, Nederland CO 80466***  
**Office: 303-258-3250 • Dispatch: 303-441-4444 • Fax: 303-258-7519**

Job Title: Patrol Sergeant Pay: \$60,000 - \$70,000, depending on experience  
Dept.: Police Department FLSA: Full time, salary; Exempt

**General Statement of Duties:**

Assists in the administration and supervision of the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible administrative support to the Town Marshal; and assumes command of and responsibility for the department in the absence of the Town Marshal.

**Supervision Received:**

Works under the general supervision of the Town Marshal.

**Supervision Exercised:**

Provides supervision to Police Officers at the direction of the Town Marshal.

**Examples of Duties:**

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

- A. Patrols the Town and executes official police duties to maintain order, prevent crimes, and protect the public's general safety, welfare, quality of life and property.
- B. Performs skilled investigative work involving alleged crimes by securing the scene to protect evidence; gathering evidence; and interrogating complainants, witnesses, and suspects; assists officers with investigation when a warrant is required; reviews and assists in the application of warrants; takes 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. Work collaboratively with the Town Marshal to select, train, and motivate Police Officers; provides or coordinates staff training including on-the-spot training; works with employees to correct deficiencies to improve and enhance team and individual performance.
- E. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports and summonses submitted by members to verify completeness and compliance with prescribed standards.

- F. Researches and develops grants for assigned programs; oversees grant implementation.
- G. Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies such as the dispatch meetings, detective/supervisor meetings with Anne Kelly, and Blue Sky Bridge; participates in coordinating, planning, and scheduling City special events. Attends Board of Trustees and advisory board meetings, as needed.
- H. Serves as acting Town Marshal,
- I. Other duties as necessary and assigned.

**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 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. Must be able to interact in a fair and impartial manner with individuals from diverse socioeconomic, racial, and ethnic backgrounds, as well as diverse abilities, lifestyles, ages, and genders.
- Ability to accept constructive criticism in a positive manner, including accepting responsibility, demonstrating accountability, and recognizing and utilizing feedback as a learning mechanism.
- Ability to exercise sound judgment in calmly evaluating situations and making 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.
- Consistently demonstrates reliability and organizational commitment by supporting management decisions; 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 risk management as it relates to safety and addressing worker related injuries, pursuant to Town requirements.
- Ability to prepare concise and error-free written reports as necessary or directed.
- Skill in the application of arrest and control techniques.

## **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, office equipment, internet, email, pagers, and other 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. Colorado POST certification required.

## **Experience:**

Five (5) 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, weekend shift cycles, and overtime
- 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 frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee occasionally works in high, precarious places; in outside weather conditions; and with explosives. The employee is occasionally exposed to fumes, airborne particles, blood pathogens, toxic or caustic chemicals, extreme cold, extreme heat, high wind conditions, and multiple hours of adverse weather, as well as occasional exposure to the risk of electrical shock, radiation, and vibration. The employee occasionally experiences hazards to personal safety from gun fire and physical confrontations. Periodically, the employee is in stressful situations. Employees are also required to 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 \$60,000 - \$70,000, based on experience
- Employer-sponsored health, dental, and vision insurance
- Employer-sponsored 457(b) 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.*