



Town of Ridgway

Job Description

Title:	Deputy Marshal	Code:	
Division:	Administration	Effective Date:	01/2016
Department:	Police	Last Revised:	01/2022

GENERAL PURPOSE

Performs a variety of **Entry level professional law enforcement duties** related to delivering day-to-day public safety and policing functions of the city police department; including quality assurance in serving the needs of the citizens, enforcing the laws, maintaining the peace and security and rendering aid to citizens; performs police operations including code enforcement, patrol, crime prevention, investigations, traffic, animal control, records, Safe Schools (SRO's), Business Watch, Community Oriented Policing and day-to-day community relations.

SUPERVISION RECEIVED

Works under the general supervision of the Town Marshal or Senior Deputy Marshal.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Colorado; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection and emergency assistance.

Patrols to enforce laws and regulations, prevent crime or disturbance of the peace, protect life and property and arrest violators; establish traffic surveillance to observe and apprehend violators of traffic regulations and statutes.

Responds to citizen complaints and reported breaches of the peace, including crime in progress, crimes discovered after the fact, disturbance, accidents, etc.

Performs preliminary investigations at crime and traffic accident scenes to preserve and collect physical evidence, diagram or photograph scenes, obtain witness or suspect statements and prepare reports.

Prepares citations and summons necessary to charge individuals with violations of ordinances, statutes and laws including petty, misdemeanor and felonious offenses; make arrests and take suspects into custody, including the reading of rights, search, booking and transport of individuals to holding facilities; writes and files daily activity reports.

Appears in municipal, county and district courts to offer testimony relative to the investigation and charging of individuals with offenses.

Offers assistance to citizens and visitors, including giving of directions and information, calling for vehicular roadside assistance, etc.; renders first aid at accidents.

Cooperates with outside law enforcement jurisdictions and agencies necessary for the continuing investigation of cases, suspects and/or to gather criminal intelligence data.

Confers with the District Attorney's staff in the investigation of cases and the preparation of criminal charges; prepares records and reports necessary to obtain warrants for the preparation of charges and document investigations.

Inspects patrol vehicle, operates vehicle under routine and emergency conditions; maintains or oversees maintenance of assigned equipment.

Provides some animal control enforcement as needed, and assists Code Enforcement Officer with the Administrative Enforcement Procedures and issuing Administrative Citations.

Assists Ridgway School District in children school crossings at highway as needed; provides assistance in presence within School facilities as occasionally requested.

Provides foot patrol on Town trails and recreation paths, and within Town Parks and open spaces; provides assistance and traffic control during Town sponsored events and concerts.

Attends and participates in prescribed courses of physical training, classroom instruction and field exercises.

Assists with special events.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or completion of a GED
AND
- B. Graduation from a recognized Law Enforcement Academy;
AND
- C. Two (2) years of progressively responsible law enforcement experience;
OR
- D. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge in law enforcement principles, methods and techniques; legal and political environment associated with police work and law enforcement; federal, state, county and town codes and ordinances; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; police tactics, negotiations, resources, command structure and use of force; court room procedures and laws of evidence, interpersonal communication skills and public relations; local geography, road systems, and boundaries; standard first-aid administration; English, grammar and technical writing skills; principles of psychology and sociology.

Skill in the operation of computer technologies, inclusive of Microsoft Word, Excel and Outlook and standard police reporting software systems such as Spillman Flex; police car, police radio, handgun, taser gun and other weapons; the proper use and care of firearms and familiar with the operation of other special police equipment;.

Some Skill in the art of diplomacy and cooperative problem solving; evaluation of tactical and operational requirements of law enforcement situations the management of sensitive law enforcement issues and interdepartmental conflicts; Community Oriented Policing.

Ability to provide services in cooperation with the community in a manner consistent with the standards of the Ridgway Police Department and the Town of Ridgway; learn and perform department self-defense and control techniques and the use and control of firearms; interact and work with others appropriately, respectfully, and effectively in a work place and community of diverse cultures, ages, genders, and socioeconomic backgrounds; exercise sound judgment in evaluating and making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public; maintain strict confidentiality related to sensitive administrative information.

3. Special Qualifications:

Must reside within 25 minutes of Ridgway Town Hall. Must possess a valid Colorado driver's license. Must possess and maintain a State of Colorado Law Enforcement Certification (POST). Must rotate in "on-call" scheduling. Must obtain and maintain various certifications related to Incident Command System (ICS) and National Incident Management System (NIMS) disaster preparedness, including ICS, NIMS and FEMA. Must have correctable vision to 20/20.

Must possess an exemplary driving record, successfully complete a physical examination by a licensed physician (selected and paid for by the Town) as to the general health of the applicant, successfully complete a psychological examination regarding fitness for duty conducted or evaluated by a licensed psychologist or psychiatrist selected and paid for by the Town.

4. Work Environment:

Tasks require a variety of physical activities generally involving minor muscular strain such as walking, running, and standing, stooping, sitting and reaching. Talking, hearing and seeing required to perform daily functions. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Must stand ready to engage in life and death decision-making. Daily travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)