

CITY OF LA JUNTA

HR DEPARTMENT

DATE: 09/18/2025

Letters of application are being taken for a full-time Police Officer in the Police Department. This position is being offered both in-house and outside at this time. **Applications will be taken until the position is filled.** Contact hr.cityoflajunta@lajuntacolorado.org for application.

Complete job description is attached with salary and benefit information.



POLICE OFFICER

Job Title: POLICE OFFICER

Department: POLICE

Position Code: PD03

Reports to: CHIEF OF POLICE/SHIFT SUPERVISOR

Rate of pay– \$58,000 – \$60,000 ANNUALLY; MINIMUM 1 YEAR PROBATION

FLSA designation – NON-EXEMPT

BENEFITS – PTO, health insurance, Cafeteria plans, pension

POSITION SUMMARY:

Under direction of the shift supervisor, patrols an assigned beat in the enforcement of law and order and prevention of crime; takes intensive field and basic training in the early period of employment.

QUALIFICATIONS:

EDUCATION: High School Graduate or Equivalent.

AGE: Must be at least eighteen (18) years of age.

EXPERIENCE:

Any experience and/or training in law enforcement field is preferred.

LICENSURE/CERTIFICATION:

Possession of a valid Colorado driver's license

Colorado Basic Peace Officer Certification as a Colorado State Peace Officer.



OTHER REQUIREMENTS:

1. Must have the ability to establish and maintain effective working relations with fellow employees, Ability to establish and maintain effective working relationship with coworkers, supervisors, officials, and the public.
2. Must have excellent verbal and written communication skills.
3. Must be able to handle conflict situations with good judgment, professionalism and courtesy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Report to assigned schedule on time
2. Perform assigned tasks safely
3. Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations
4. Responds to radio and telephone dispatches and appears at scenes of disorder or crime
5. Is first responder to fire and other emergencies
6. Notes and reports traffic hazards
7. Assists in controlling traffic at scenes of emergencies
8. Investigates and prepares reports on accidents, offenses, and damages to property
9. Gives directions and information
10. Operates radar
11. Makes arrests
12. Issues citations
13. Serves warrants and subpoenas
14. Gives verbal warnings
15. Prepares reports on arrests and property impounded
16. Directs traffic
17. Occasionally serves as dispatcher
18. Inspects establishments providing alcoholic beverages and entertainment
19. Intervenes in private or public disputes to protect the public and maintain order
20. Requests medical attention when necessary
21. Appears in court as arresting or investigating officer
22. Transports prisoners
23. Performs initial investigations and assists in the investigations of crimes involving adults or juveniles
24. Investigates complaints
25. Interrogates persons whose actions are suspicious



26. Assists fire and other departments as required
27. Enforces animal control ordinances
28. Assists with crime prevention
29. Issues citations for parking and moving violations
30. Impounds and tags evidence
31. Prepares a number of reports of own activities and incidents
32. Assists other agencies as situations require
33. Participates in in-service, basic and other training
34. Takes assignments in specific areas as in traffic and investigations
35. Checks, services and cleans patrol car
36. May lead reserve officers;

PUBLIC RELATIONS:

1. Participates in public awareness and community education programs related to law enforcement.
2. Maintains professional appearance of the approved uniform and maintains hygienic and grooming standards.
3. Works on special projects as delegated.

COMMUNICATIONS SKILLS:

1. Needs to communicate tactfully and sensitively as appropriate.
2. Shall remain apolitical while representing La Junta Police Department. Shall abstain from any and all political involvement with outside agencies while on duty or representing La Junta Police Department.
3. Must speak clearly and write legibly.

PHYSICAL EFFORT:

1. Must be in excellent physical health with no medical disabilities that would impair your duties as a Police Officer.
2. Considerable lifting and moving required. Must be able to carry 25 pounds regularly. Must be able to lift at least 100lbs.
3. Will be required to take a medical exam and psychological evaluation at the La Junta Police Department expense prior starting employment and at anytime during their employment.