



JOB ANNOUNCEMENT CHIEF OF POLICE - TOWN OF HAXTUN, COLORADO

Date of Application Opening: February 10, 2025 - Open until filled



The Town of Haxtun is a rural community located on the Northeast Plains of Colorado. Haxtun is a statutory town with a population of just under 1,000 residents, located in Phillips County. The Town was incorporated in July 1909. Haxtun prides itself on its close-knit community, where strong support for the local school is a cornerstone. The Town comes alive with vibrant events such as the Annual Old Fashioned Saturday Night and the Annual Corn Festival, showcasing the rich traditions and collective spirit of its residents. The unwavering community support makes Haxtun a wonderful place to call home.

The ideal candidate will: demonstrate and maintain the highest level of ethics, integrity and accountability; lead by example; demonstrate strong communication, management, interpersonal and organizational skills; ensure fair and impartial enforcement of federal, state and local laws; be visible, accessible, transparent and engaged in community policing strategies; and be committed to and active within the community.

Candidates must have a demonstrated history of providing leadership and vision, creative problem solving on a limited budget, and a hands-on approach to training. In addition to the demonstrated leadership within the department, candidates must be familiar with community policing in a small-town setting. The successful candidate must possess excellent interpersonal, communication, and financial management skills.

This position reports directly to the Town Council of the Town of Haxtun, is a key member of the executive leadership team of the Town of Haxtun and is expected to attend monthly Town Council meetings and work sessions, providing updates as necessary. The successful candidate should possess the ability to develop and maintain effective working relationships with the Town Mayor and Board of Trustees, Town staff, employees of the Town, outside agencies, and the public.

Position Requirements:

- Must be 21 years of age
- Graduated from high school or GED
- Graduated from a POST-certified Police Academy
- Colorado POST-certified at the time of hire; or if out of state candidate, provisionally Colorado POST-certified at the time of hire and become Colorado POST-certified within 6 months of hire date
- Must have law enforcement experience with supervisory experience preferred
- No felony convictions or disqualifying misdemeanors
- Valid driver's license and maintain a safe driving record
- Must be willing to relocate

Salary Range: \$71,000-\$81,000 depending on qualifications

Benefits Include: 100% employee AND family-covered health insurance, FPPA retirement plan

Applicants shall submit a cover letter and resume to: Town of Haxtun, Attention Kelsey Harms, Town Clerk/Treasurer at PO Box 205, Haxtun, Colorado 80731. Any additional questions should be directed to Kelsey Harms at 970-774-6104.

For additional information and detailed key competencies, essential job functions, duties, responsibilities and tasks, visit the Town of Haxtun website at townofhaxtun.colorado.gov.

The Haxtun Police Department is an Equal Opportunity Employer.

Haxtun Chief of Police

KEY COMPETENCIES

Key competencies include but are not limited to:

- making policy decisions regarding procedures, work rules, and performance standards;
- responsibility for the hiring, training, supervision, dismissal, and scheduling of all police personnel;
- maintaining complete and accurate personnel records for Police Department personnel;
- development of departmental goals and objectives through short and long-range planning,
- includes covering all shifts, work patrol and maintain all administrative duties
- adhere to state mandates and compliance audits
- writing performance evaluations for officers

ESSENTIAL JOB FUNCTIONS, DUTIES, RESPONSIBILITIES AND TASKS

1. Responsible for effective incident evaluation, including:
 - Responding to calls for service
 - Obtaining appropriate information at the scene
 - Accurately evaluating information
 - Determining priority of actions at the scene and whether it is a criminal or civil matter
 - Collecting, identifying, and preserving evidence and personal property
 - Gathering information through interview and interrogation techniques, and making legal admonishments
2. Responsible to arrest, detain, search, and preserve safety, including:
 - Approaching and detaining suspects
 - Making arrests
 - Restraining and subduing suspects when necessary
 - Using reasonable amount of force necessary for physical arrest
 - Legally searching people and property
 - Applying appropriate safety precautions in hazardous and potentially dangerous situations
 - Maintaining a safe position when dealing with suspects
 - Maintaining an awareness of own location and location of other officers and personnel
 - Transporting of prisoners
3. Responsible to effectively communicate, both verbally and in writing, while providing appropriate public service and interaction, including:
 - Using appropriate oral and written communication to provide law enforcement information and explanations
 - Maintaining appropriate courtesy while with the public
 - Providing assistance and appropriate referrals to necessary agencies
 - Advising victims, complainants, violators, parents, etc.

- Mediating disputes
- Controlling crowds
- Presenting a neat, clean, well-groomed, professional appearance and demeanor
- Preparing effective written reports, memos, citations, activity logs, etc.
- Demonstrating effective oral communication skills with the public and other members of the department
- Demonstrating effective communication via the police radio and other portable devices

4. Responsible for patrolling, including:

- Performing patrol activities within and outside the Town of Haxtun
- Willingness and ability to work all shifts including nights, weekends and holidays
- Providing support as needed to other surrounding law enforcement agencies
- Observing conditions and initiating appropriate action to potential hazards and suspicious or criminal activity
- Responding to and handling a variety of calls for services
- Ensuring patrol vehicles are appropriately and safely maintained

5. Responsible for report writing

- Writing reports
- Writing warrants
- Case file preparation
- Attend local and county court proceedings
- Testify in court
- Maintain training records and certifications
- Maintain POST-certification records for all patrol officers
- Complete all annual training requirements for POST certifications
- Ensure department and officers meet all State of Colorado and POST mandates

TOOLS AND EQUIPMENT USED

Police vehicles, firearms, tasers, restraint devices, two-way radios, electronic devices, safety equipment, officer equipment, emergency first-aid equipment, body worn camera, speed measuring devices, breath-alcohol measuring devices and other equipment related to law enforcement, computer terminals, keyboard, printer, telephone, fax machine, photocopy machine, and other standard pieces of office equipment.

WORKING CONDITIONS

Work is constantly performed outdoors and occasionally indoors with frequent exposure to extreme temperatures and all-weather conditions. Work is performed year-round with occasional exposure to wet/humid conditions, loud noise, heavy traffic, and all types of hazardous situations, including threatening people, communicable diseases, hazardous materials, chemicals, etc. Due to the nature of position, periods of high activity and stress in emergency situations will exist, often after extended periods of sedentary activity, under demanding conditions, along with the handling of dangerous or hostile individuals.

PRE-EMPLOYMENT REQUIREMENTS

- Completed cover letter, resume and references
- Employment as the Chief of Police is conditional upon successful completion of an oral interview, psychological examination, pre-employment physical examination, pre-employment drug screen and, background investigation
- Additional interviews may be required
- Must be legally entitled to work in the United States and provide required documentation