

POSITION DESCRIPTION

POSITION: POLICE OFFICER - Certified
DEPARTMENT: POLICE DEPARTMENT
CLASSIFICATION: CLASSIFIED (once probationary period is completed)
BEGINNING SALARY: GRADE 8, depending on certification, unless otherwise designated by Board of Trustees

GENERAL PURPOSE:

The primary purpose of the Police Department is to protect and serve the public. Performs a wide range of patrol duties and enforces all applicable laws and ordinances without bias and/or prejudice. Police Officers will protect the general public's constitutional rights as provided for under Federal, State, County, and Municipal laws. Police Officers are expected to maintain high personal standards and morals, both on duty and off duty, with full responsibility for proper personal conduct and enhancement of the Town of Estancia's image.

SUPERVISION RECEIVED:

The position of Police Officer serves under the Police Chief through the Sergeant (if the department has a Sergeant).

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED Equivalent

Previous law enforcement experience or training is preferred

Possess a valid New Mexico Drivers License

Valid, current certification by the New Mexico Law Enforcement Academy

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of modern public safety practices and procedures.

Skill in use of Word or WordPerfect, and skilled in operating the listed tools and equipment.

Ability to record information concisely and accurately, and organize and manage time effectively; and the ability to complete and file various reports in an adequate and timely manner.

Must be able to perform all duties with minimal supervision.

Ability to work irregular hours, nights and weekends, and be on – call.

Must be able to speak, read and write utilizing the English language.

SPECIAL REQUIREMENTS:

Must pass a physical, a psychological examination, which may be delivered by the Police Chief, and a pre-employment drug screen and be willing to participate in the Town's random drug & alcohol testing program.

Must be certified by the New Mexico Law Enforcement Academy.

Must reside within thirty (30) miles of town limits, and within a maximum of forty-five (45) minutes response time.

KEY TASKS, DUTIES AND RESPONSIBILITIES:

Specific duties at this time include, but are not limited to, the following:

Operate a patrol vehicle to include adverse conditions; maintain radio contact in accordance with regulations; traffic control and traffic enforcement which may involve the apprehension of persons; investigate domestic disputes, motor vehicle accidents and other incidents; coordinate and cooperate as needed with other law enforcement agencies; prosecute minor misdemeanor offenses, such as traffic violation and DUI'S, and appear and testify in a court of law; may be required to serve in the area of animal control, such as, impounding animal and disposal; may be required to administer first aid; deliver summons and other documents as needed.

PERIPHERAL DUTIES:

Police Officers work as part of the Patrolman team and assist other officers whenever required. Maintains departmental equipment, supplies and facilities.

DUTIES NOT EXCLUSIVE:

The duties listed above 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.

TOOLS AND EQUIPMENT USED:

Requires frequent use of a motor vehicle, personal computer, including word processing programs, calculator, telephone, copier, fax machine, two-way radio, and weaponry.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment in the office is usually moderately quiet. Out on patrol the noise level maybe moderate.

The Police Officer will have an office in the Police Department, but the job requirement requires long periods of patrolling in a police vehicle, and occasionally driving to events on behalf of the Town. The Police Officer will have a police cruiser available for his or her use.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, walk, see and hear. The employee is frequently required to use hands, arms and fingers, handle, feel objects, tools, keyboards, telephones or controls. The employee is occasionally required to run, jump and climb. Because this is a small department, the fact that these physical demands may only be occasional does not mean that the inability to perform them can be accommodated by shifting those duties to others.

The employee must occasionally lift and/or move up to 75 pounds, and may occasionally be required to engage in physical confrontation with unruly and uncooperative human subjects equal to or greater in weight than the employee. The employee may encounter driving hazards, high-speed chases, animals, gunfire and other weapons and the remote possibility of hazardous material spills. The employee may be exposed to temperature extremes depending on weather conditions.

Specific vision abilities required by this job include close and distant vision and the ability to adjust focus. (Read books, memos, ledgers, computer screens, and use weapons.)

The employee must drive a motor vehicle.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interviews and reference check; job related test might be required. The selection process may include interview by an employee selection committee. The Board of Trustees will give final approval to the decision to hire.

JOB DESCRIPTION NOT A CONTRACT:

The job description does not constitute an employment agreement between the Town of Estancia and employee and is subject to change by the Town of Estancia at its discretion or as requirements of the job change.

PHYSICAL OR MENTAL LIMITATIONS:

The employee is not required to disclose information about any physical or mental limitations that the employee believes will not interfere with the employee's capability to do the job. On the other hand, if the employee wants the Town of Estancia to consider special arrangements to accommodate a physical or mental impairment, the employee may identify that impairment and suggest the kind of accommodation that the employee believes would be appropriate. The employee will be required to undergo such examinations as are required to become a certified police officer in accordance with State law.

EMPLOYEE DECLARATION:

I have read the above Position Description. I understand the demands and expectations of the position described and, to the best of my knowledge, I believe I can perform these duties.

Employee Signature

Supervisor (Police Chief) acknowledgment

Date

Revised/Approved 1/19/2010