



MOUNTAINAIR POLICE DEPARTMENT

JOB DESCRIPTION

POLICE OFFICER: (NON-CERTIFIED)

SALARY: \$10.00 Hourly

JOB TYPE: Permanent Position
PROBATION: Six (6) Months
OPENING DATE: 02/20/2018
CLOSING DATE: until filled
DEPARTMENT: Police Department

SUMMARY

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and actively participates in the Community Policing Concept.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify potentially serious law enforcement or governmental problems.
- f. Promote and preserve the peace.
- g. Provide emergency services.
- h. The police officer position is non-supervisory.
- i. Police officer duties are performed on an assigned shift under the general guidance of the Police Chief.

GENERAL DUTIES AND RESPONSIBILITIES:

- a. Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders.
- b. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicates to superiors and to fellow officers all information obtained in the field, which is pertinent to the achievement of police objectives.
- d. Responds punctually to all assignments.

- e. Acquires and records information concerning events that have taken place since the last tour of duty.
- f. Records activity during tour of duty in the manner prescribed by proper authority.
- g. Maintains weapons and equipment in a functional, presentable condition.
- h. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed.
- i. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- j. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- k. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- l. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confers with prosecutors and testifies in court.
- n. Accomplishes other general duties as they are assigned or become necessary.
- o. Performs other duties as may be assigned by the Chief or higher authority.
- p. Cooperates with the efforts of other law enforcement agencies.
- 1. Specific duties and responsibilities: preventive patrol.
- a. Patrols an assigned area for general purposes of crime prevention and law enforcement and will facilitate code enforcement and planning and zoning issues during working hours.

PATROL INCLUDES:

- (1) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of telephones and other emergency services should be noted.
- (2) Apprehending persons violating the law or wanted by the police.
- (3) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes a supplemental report.
- (4) Preserving any serious crime scene until the Chief or investigator arrives.
- (5) Public assembly checks.
- (6) Building security checks.
- (7) Observing and interrogating suspicious persons.
- (8) Issuing traffic citations.
- (9) Being alert for and reporting fires.
- (10) Reporting streetlight and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
- (11) Checking schools, parks and playgrounds.
- (12) Responding to any public emergency.

- b. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records date, which, will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
- c. Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.
- d. Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing police services.
- e. Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the Chief is on duty and has issued authorization for a temporary absence.
- f. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
- g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
- h. Concerning a patrol vehicle:
 - (1) See that it is well maintained mechanically and that it is kept clean both inside and out.
 - (2) Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.
 - (3) Removes the keys whenever the patrol car is left unattended for any reason.
 - (4) Uses only vehicles assigned by the Chief or higher authority.
 - (5) Operates the radio according to FCC regulations and current departmental procedures.
 - (6) Ensures that the assigned vehicle's gas tank is full before completion of each tour of duty.
- i. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use.
- j. Takes measures to direct the flow of traffic during periods of congestion.
- k. Notifies the Chief if more than a temporary absence from regular duties is required.

SPECIFIC DUTIES AND RESPONSIBILITIES: traffic patrol and code enforcement.

- a. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
- b. Enforces the parking ordinances and motor vehicle laws in the patrol areas.
- c. Alert to traffic safety conditions, which may endanger or inconvenience the public and reports such conditions to the Chief

- d. Responds immediately when called from a traffic post to render emergency police service. Notifies the Chief at the earliest possible opportunity.
- e. Wears the prescribed traffic safety clothing and equipment.
- f. Shall refer to the planning and zoning ordinance for all issues concerning code enforcement, abatement of buildings, and public nuisances.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles, some knowledge of the fundamental principles of adolescent psychology; knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public physically fit.

MINIMUM QUALIFICATIONS:

- High school degree;
- Must possess a valid New Mexico driver's license;
- Must be able to successfully complete the New Mexico Law Enforcement Academy and obtain certification as set forth in Section 29-7-6 NMSA 1978 within one (1) year of hire;
- Must be willing to take pre-employment and random alcohol/drug testing, in accordance with all terms and conditions of federal and state law, rules and regulations.
- Must pass pre-employment background investigation, written test, fitness test, physical, psychological exam and drug testing;
- Must be able to get CPR/First Aid certifications within three (3) months of hire;
- Must have no felony convictions, history of criminal activity, improper conduct, or poor driving record which may affect suitability for law enforcement work;
- Must have a history of responsible work experience.

Probation period is six-months from date of hire.