





- 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 public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- k. Preserves the Public 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:**

- a.
  - (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 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 COURT 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 of Police, supervisor or other LE 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 during 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. Patrol's areas giving 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 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. Maintains radio equipment in operation 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 of Police.

- 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 diploma.
- Possess a valid New Mexico driver's license.
- Must have a New Mexico Law Enforcement Academy certification as set forth in Section 29-7-6 NMSA 1978 at time 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, fitness test, medical /physical, psychological exam.
- Must be able to get CPR/First Aid certifications within three (3) months of hire.
- Must have no felony convictions, any history of criminal activity, improper work/ethical conduct, or poor driving record which may affect suitability for law enforcement work.
- Must have a history of responsible ethical and responsible work experience.

**Probation period is ONE-YEAR from date of hire until approved for full status employee as recommended by the Chief of Police and approved by Town Council.**