**POSITION DESCRIPTION DEPARTMENT: POLICE**

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**WORKING TITLE: POLICE OFFICER SALARY RANGE: 5**

**GENERAL DESCRIPTION**

Performs police patrol, investigation, traffic regulation, and related activities in the protection of life and property through the enforcement oflaws and ordinance.

**ESSENTIAL DUTIES AND RESPOSIBILITIES**

(A) Regular attendance is required to perform the duties of this position.

(B) Works on rotating shifts performing security patrols, traffic control, investigation

and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

(C) Works on assigned shift using own judgment in deciding course of action, expected

to handle diffic.ult and emergency situations without assistance. Works mandatory extra duty assignments as needed.

(D) Maintains normal availability by radio or telephone for consultation on major

emergencies or precedent.

(E) Carries out duties in conformance with Federal, State and City laws and ordinances.

(F) Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law. Prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

(G) Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

(H) Interrogates suspects, witnesses and drivers. Preserves evidence, arrests violations, investigates and renders assistance at scenes of vehicular accidents. Sununons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

(I) Conducts follow-up investigations of crimes committed during assigned shift. Seeks

out and questions victims, witnesses and suspects and develops leads and tips. Performs crime scene searches for clues, and analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceeding.

(J) Prepares a variety of reports and records including reports of investigation, field

interrogation, alcohol violations, intoxilyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

(K) Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

(L) Coordinates activities with other officers or other city departments as needed.

Exchanges information with officers in other law enforcement agencies, and obtains advice for the City Attorney and District Attorney's office regarding cases, policies and procedures, as needed and assigned.

(M) Provides mutual assistance during emergency situations and provides general

information about department activities.

(N) Maintains proficiency with authorizes and issued weapons.

NON ESSENTIAL DUTIES

(A) Maintains departmental equipment, supplies and facilities.

(B) Maintains contact with general public, court officials, and other City officials in the

performance of police operating activities.

(C) Serves as a member of various employee committees.

(D) Adheres to all uuiversal blood born pathogen precautions.

(E) Follows, ensures and/or attends all scheduled training classes. (F) Other duties as assigned.

WORK BEHAVIORS

(A) Follow and comply with all instructions given by supervisory staff and chain of command.

(B) Exhibit a positive attitude and display appropriate conduct.

(C) Create positive relationships with public, co-workers and supervisors and treat all persons with appropriate respect.

(D) Comply with work schedule and fulfill job responsibility commitments.

(E) Complete job assignments in a conscientious and thorough manner.

(F) Adhere to laws, department and division policies and procedures and support

orgauization objectives.

(G) Listen with comprehension and communicate accurately, clearly and concisely to facilitate an efficient operation.

(H) Comply with safety rules and appropriately maintain and use equipment and material.

(I) Maintain confidentiality of matters relating to the City at all times.

(J) Maintain insurability and operate city vehicles in accordance with insurance policy. (If required of the position.)

(K) Demonstrate self-initiative in performing routing tasks as in accordance with

standard operating procedures and standard operating guidelines. MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or equivalent. Necessary Knowledge, Skills, and Abilities:

(A) General knowledge of modern law enforcement principles, procedures, techniques, and equipment.

(B) Ability to learn the applicable laws, ordinance, and department rules and regulations.

(C) Ability to perform work requiring good physical condition and ability to

commuuicate effectively orally and in writing.

(D) Ability to establish and maintain effective working relationships with co-workers, peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instruction.

(E) Ability to meet the special requirements listed below. (F) Ability to learn the city's geography.

(G) Skill in operation of listed tools and equipment.

**SPECIAL REQUIREMENTS**

(A) Valid State issued Driver's License. (B) CPR/First Aid certification

(C) Residency requirement; residing with the thirty (30) mile planning radius of the city.

\*See personnel manual for more details

**SUPERVISION RECEIVED**

Works under the general supervision of a Police Sergeant.

**SUPERVISION EXERCISED**

None

**TOOLS AND EQUIPMENT**

Police vehicle, police radio, radar unit, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment, copy machine, personal computer, flashlight, hand tools.

**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 position. The majority of the time, heavy physical activity is not required. However, a Police Officer needs to be able to actively respond to any situation in which the public or an officer may be in danger. The ability to physically interact with another person, including restraint, arrest, rescue, and defense of the employee or others is an essential function of the job.

While performing the duties of this position, the employee is frequently required to sit, run, lift, talk and hear. The employee is routinely required to stand, work, use hands to finer, handle, and feel objects, tools, and controls; reach with hands and arms; climb, balance, stoop kneel, crouch, crawl, taste and smell. The employee must be able to operate all authorized and issued weapons, equipment and motor vehicle.

The employee must occasionally lift and/or move heavy objects or people. The minimum physical limits are specified in the Protocol for Job Specific Tasks and standards set by the New Mexico Law Enforcement Academy. These are simulated through a series of job specific tasks designed to ensure the employee can lift 70 pounds floor to knuckle and 40 pounds knuckle to shoulder; lift and move a 150 pound dummy onto a stretcher, quickly run up and down three flights of stairs without exceeding 80 percent of the Maximum Percentage of Heart Rate (MPHR), successfully climb over a five foot wall, crawl 25 feet at a continuous pace, and walk the length of a 4 inch wide beam six times. The employee may also be required to complete the following fitness screening in specified times which are gender and age normed: push·ups, mile and half run, flexibility and 300 meter run.

Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Minimum vision abilities set by the New Mexico Law Enforcement Academy are as follows: uncorrected distance vision should be no more than 20/100, correctable to at least 30/30; near vision correctable to at least 20/40; color vision correct reading of at least nine or more of the first thirteen plates of the Ishihara test; depth correction to the standard-lOOARC seconds. Minimal hearing acuity should be the average

hearing level at the test frequencies, 500, 1000, and 2000 Hz will not exceed 25 dB in either ear, and not single hearing level will exceed 30dB at any of these test frequencies in either ear. Hearing loss at 3000Hz will not exceed 40dB HL in either ear. State or New Mexico Law Enforcement Academy requirements shall be the minimum standards applicable.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemical, extreme cold, extreme heat, and some vibration. The noise level in the work environment is usually moderate. Hazards consist of possible life-threatening situations.

**DISCLAIMER**

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**I understand my responsibilities as described in this position description.**

**I certify that I have reviewed this position description and it is consistent with the duties of the position. I have reviewed this. position description with the employee named**

Employee Signature

Date

Immediate Supervisor Signature Date

Approved: Based on this position description, the position is properly classified.

Department Head Signature Date

City Manager

Date