

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Police Officer  
**Department:** Police Department  
**Shift:** Regular 43 hours per week, includes shift work and overtime  
**Pay Plan:** \$22.63 Un-Certified  
\$23.65 Certified  
**Exempt:** No  
**Reports To:** Sergeant on Duty  
**General Direction From:** Sergeant on Duty  
**Position Closes:** **POSITION OPENED UNTIL FILLED**

**Application packets must be obtained at City Hall,  
201 W. Chaco St., Aztec, NM 87410**

### PURPOSE & NATURE OF JOB

Under the general direction of the Sergeant on Duty the duties performed by the Police Officer are the protection of life and property through the enforcement of laws and ordinances.

### ESSENTIAL DUTIES

Must operate a vehicle in patrolling an assigned area for the prevention of crime and enforcement of traffic laws and regulations.

Respond to radio and telephone dispatches and report to scene of disorder or crime. Must investigate and prepare reports on accidents, offenses and damage to property.

Give directions and information to public. Make arrests, direct traffic, and request medical attention when necessary. Appear in court as arresting officer or to present evidence. Transport prisoners, assist in the investigation of crimes, and collect and preserve evidence. Interrogate witnesses and suspects.

Participate in safety conferences and community policing programs.

May be assigned to special functions such as investigations, records, traffic or the firing range. Performs related duties as required. Should have some knowledge of the geography of the City and the location of important buildings or ability to acquire knowledge rapidly.

Work is performed in accordance with the departmental rules and regulations, and patrolmen receive assignments and instructions from officers of higher rank. Work normally consists of routine patrol, preliminary investigations and traffic regulation enforcement duties. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Work methods and results are checked by superior officers through personal inspections, review of reports and discussions.

Judgment required selecting most suitable procedure. Officers must set work standard goals and achieve them based on established guideline.

The duties of a patrolman requires that they have a broad working knowledge of the law, and common police practices, as they may be called upon to perform a broad range of complex or technical skills pertained to this position in their day to day activities.

Patrolman frequently have to make decisions as to what would be the most appropriate decision for the situation they are in. Patrolman must interpret analysis and enforce the laws in a fair manner.

- Must have the ability to read and understand departmental policies, instructions, laws and regulations;
- Must have the ability to analyze situations and to adopt a quick, effective and reasonable course of action;
- Must have the ability to prepare clear and accurate reports;
- Must have the ability to develop skill in the use of firearms;
- Must have the physical agility, keen observation, and the ability to remember names, faces, and details of incidents;
- Must have the ability to follow oral and written instructions;
- Must have the ability to learn the use of care of automobiles and other equipment;

Must have the ability to speak, write, and spell effectively;

## RESPONSIBILITIES

<b>Supervision:</b>	n/a
<b>Public Contact:</b>	Some recurring routine contacts with the public or workers in other units requiring exchange of factual information or explanation.
<b>Budget:</b>	n/a
<b>Other:</b>	The work is subject to policies, practices, and procedures. Some freedom is allowed in the application of policy and procedure. Errors normally result in loss of own time to correct or check. Quality of task completion impacted by need for accuracy related to repetitive tasks or operations

## GENERAL INFORMATION

The duties/responsibilities listed 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.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

- Must be 20 years of age
- Must conform to all department established policy/procedures for uniforms, equipment, and appearance.
- Must be willing to work nights, holidays, weekends or any other shift required by the department.
- Must be a US Citizen

<b>Education:</b>	High School diploma or G.E.D. equivalent.
<b>Experience:</b>	New Mexico Certification and/or Out of State Police Officer Certification preferred (Up to one year or more of experience)
<b>Knowledge:</b>	Requires work level knowledge, skills, and abilities related to a broad range of either complex clerical or a technical functions or apprentice level knowledge of a single function area or work specialization
<b>Certificates/Licenses:</b>	New Mexico Law Enforcement Certification CPR Certification Intoxilyzer 8000 Certification Mobile Data Terminal Operator Certification Firearms Qualifications
<b>Recertification:</b>	40 hours of bi-annual training to keep Officer Certification CPR Intoxilyzer 8000 Mobile Data Terminal Operator Firearms Qualifications
<b>Use of Tools and/or Equipment:</b>	Vehicle, baton, chemical sprays, handgun, shotgun, radar, computers, radio, handcuffs, breathalyzer, first aid equipment, and telephone.

<b>WORK ENVIRONMENT</b>
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<b>Physical Demands:</b>	Must be able to meet the physical fitness standards as defined by the New Mexico Law Enforcement Academy. Effort is exerted for short periods of time. Moderate lifting, pushing, pulling, bending. More than normal visual and hearing acuity for precision work.
<b>Hazards:</b>	Daily exposure to hazardous work conditions occur including working in severe outdoor weather conditions which could involve chance of injury. Employee may be placed in historically life threatening situations
<b>Exposures:</b>	Primary work site varies with temperature factors being extreme cold and heat or extreme wet or humid with temperature changes. Employee will be exposed to blood borne pathogens

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