



City of Rio Communities Position Classification and Description

POSITION TITLE: Police Officer
CLASSIFICATION: Nonexempt
DEPARTMENT: Law Enforcement
SUPERVISOR: Chief of Police
GRADE:

Position Summary:

Ensures safety, security and the preservation of life and property by maintaining law and order and enforcing laws and ordinances. Solves community problems by fostering open and continuous communication and cooperation between the community and law enforcement.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities:

- Protects the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments. Interviews persons with complaints or inquiries and directs them to proper authorities if needed.
- Responds to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
- Conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests as required by applicable laws.
- Testifies in court to present evidence or testify against persons accused of criminal activity.
- Conducts investigations in criminal activities, narcotics, traffic, burglary or reported incidents as assigned.
- Conducts routine checks of local businesses, residences and government agencies. Maintains awareness of and investigates specific areas subject to juvenile delinquency.
- Maintains positive relations with community members and agencies by educating and informing on crime prevention and related issues.
- Transports violators to and from court, rehabilitation sites or jail facilities. Serves court papers, warrants, or subpoenas as required.
- Maintains appropriate documentation on incidences as required by policies and procedures. Generates reports as needed.
- Leads civilian personnel work assignments as required.

- Attends training classes and seminars on police methods, techniques, safety, first aide, marksmanship, and related law enforcement activity.
- Communicates with local, state, regional and outside agencies and assists as needed.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

Knowledge, Skills, Certifications and Abilities:

- Knowledge of law enforcement and public relations activities.
- Knowledge of the City of Rio Communities geography and road locations.
- Ability to give and receive orders, follow instructions in verbal and written format
- Ability to work as a team member in a structured working environment.
- Ability to comprehend, retain and recall factual information, and learn and apply acquired skills and techniques to the performance of assignment duties.
- Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures and regulations.
- Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to become certified in CPR and First Aid Training.

Minimum Qualifications:

High School Diploma or GED and must be at least 21 years of age; or equivalent combination of education and experience. Must successfully complete State of New Mexico Certified Law Enforcement Training and a background investigation. Must be able to discharge and meet qualifications with a department issued firearm. Must possess and maintain a valid New Mexico driver's license.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment:

Work is generally performed outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Must be on call for emergencies. Travel is required for training, meetings, conferences, presentations, and other events.

Employee Signature

Date