

City of Ruidoso Downs

Police Officer

Revised: January 5, 2011

Revised: July 30, 2013

Reports To: Chief of Police

Definition: Performs law enforcement and crime prevention work including, but not limited to patrol of assigned area, apprehension and arrest of alleged violators and performance of a variety of technical and administrative tasks in support of the City of Ruidoso Downs police department. Non-Exempt FLSA.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of the designated employee assigned to this position.

Tasks:

Answers calls and complaints involving automobile accidents, domestic disputes, robberies, assaults and other misdemeanors and felonies.

Assumes control at traffic accidents to maintain flow, assist accident victims and investigates cause of accidents.

Apprehends suspects, searches, inspects, transports and takes custody of prisoners and secures the scene of crimes.

Conducts preliminary and extensive investigations, identifies and instructs witnesses, gathers information and prepares detailed reports

May be called upon to provide Drug Abuse Resistance Education (DARE) and/or Gang Resistance Education and Training (GREAT)

Identifies community problems which can be resolved through proactive measures, attends neighborhood block parties and meetings to enhance community police efforts

May be assigned as Field Training Officer for trainees upon their graduation from the basic academy

May be called upon to instruct training classes for Departmental and City Personnel

Patrols the City in a radio-equipped police unit and at times on foot to preserve law and order, enforces traffic and criminal laws

Appears in court to present evidence and testifies on behalf of the City and/or state

Maintains professional demeanor in the courtroom

Ensures that submitted evidence is properly secured and stored and readily retrievable

Responsible for knowing and abiding by all department and City policies and procedures

Performs other related duties as needed or assigned.

Working Conditions: while performing the duties of this job, the employee regularly works in outside weather conditions, is exposed to temperature extremes or humid conditions depending upon weather conditions, exposed to hazardous conditions such as physical confrontations, driving hazards and high speed chases, animals, gunfire rescue attempts on difficult terrain; exposed to fumes or airborne particles, stressful and dangerous situations depending on the severity of the emergency. The employee is occasionally exposed to vibration such as shotgun and/or off-road travel; toxic or caustic chemicals.

The noise level in the work environment may be moderate, however, may occasionally be loud and maybe exposed to long working hours and job induced mental stress and tension

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee regularly is required to walk or sit for long periods of time, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms; talk or hear, operate a patrol vehicle with automatic transmission and other vehicles with standard transmission. The employee is occasionally required to stand; climb or balance, run stoop, kneel, crouch or crawl; bend at waist and twist/rotate waist, remain in a prone position during an emergency situation and taste or smell. Will be required to participate in physical agility test as mandated by the New Mexico Law Enforcement Academy Standards.

The employee must regularly lift and or move up to 10 pounds; carry 10 pounds on waist and 4 pounds on chest. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, push and pull (with legs and/or arms) 50 pounds more of force during an emergency situation.

Specific vision abilities by this job include close vision, distance vision peripheral vision and depth perception.

Knowledge, Skills, and Other Characteristics: Must have knowledge of and be able to apply: Law enforcement methods, techniques and procedures including patrol crime prevention, traffic control, accident investigation, and criminal investigation and identification techniques.

Criminal law and criminal procedure involving the apprehension, arrest and custody of persons allegedly committing misdemeanors and felonies.

Evidence pertaining to the seizure and preservation of evidence, self-defense tactics.

First aid principles, practices and techniques for both the ill and injured.

Writing clear, concise and comprehensive reports.

Identifying potential crime situation(s) or traffic hazards and taking prevention action.

Analyzing situations quickly and objectively to determine the appropriate level of force to be used and when to take emergency action.

Listening and communicating effectively with others.

Learning and applying standard broadcasting procedures of law enforcement radio system, testifying in court

Use of an automobile, firearms, baton, handcuffs and other police-related equipment

Solving problems dealing with emotionally volatile issues

Operating a personal computer or computer terminal

Establishing and maintaining effective and cooperative working relationships with others

Travel Requirements

Normal Travel-ability to travel for activities such as meetings, classes, and workshops in and out of the area.

Overnight travel as required.

Other Qualifications: High school Diploma or equivalent. College degree preferred. Must be a U.S. citizen, Must be a State approved Police Academy graduate or 21 years of age and possess or be able to obtain a valid New Mexico Driver's License. Must pass background investigation, polygraph exam, firearms and drug screening. Bilingual (English and Spanish) preferred. Certification through New Mexico Law Enforcement

Employee Declaration

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodation: _____ Yes _____ No

If an accommodation is needed, please describe below the reasonable accommodation required for you to perform these job functions.

Employee Signature

Date

Note: Employees must sign the job description and initial all pages.