



# Village of Corrales

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## POLICE OFFICER

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**Department: Police**  
**Probation Period: One Year**  
**Classification:**

### **Position Summary:**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

### **Supervision Received**

Works under the general supervision and reports to the Police Sergeant.

### **Supervision Exercised**

None.

### **Essential Duties and Responsibilities:**

Works on various shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and Village laws and ordinances.

Patrols Village streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.

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.

Interrogates suspects, witnesses and drivers, preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents, summons ambulances and other law enforcement vehicles, takes measurements and draws diagrams of scene.

Conducts follow-up investigation of crimes committed during assigned shift.

Seeks out and questions victims, witnesses and suspects. Develops leads and tips.

Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for prosecution and testifies in court proceedings.

Prepares a variety of reports and records including officer's Monthly Log, offense, incident and crash reports, reports of investigation, vehicle impoundment form, etc.

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

Knowledge in the philosophy of community policing, ability to organize and develop partnerships with citizens and business community.

Identifies community problems and solves them with community input and participation.

Conducts presentations on various police subjects to citizens, government officials and department employees.

Directs neighborhood watch and crime prevention activities of the department.

Participates in investigating criminal law violations occurring within the Village limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other Village departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Village Attorney, Court Administrator, and Municipal Prosecutor's Office, and District Attorney's Office, regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities provide mutual assistance during emergency situations and provides general information about Department activities.

Handles Animal services calls when needed.

Engages in a wide variety of activities including enforcement of traffic and criminal laws, responding to calls for service, conducting investigations, community-relations activities, transporting prisoners, and preventing crime.

Conducts patrol vigorously to prevent and detect crime and traffic violations, improve community relations, and locate and apprehend offenders.

Establishes citizen contacts, implements Community Orientated Policing techniques, develops partnerships with members of the community; and identifies

and solves regional problems through problem oriented policing efforts.

Acquaints themselves with the geography of the village, traffic hazards, and particularly the locations of streets, businesses, and other locations requiring the attention of law enforcement.

Investigates all violations of Village Ordinances, State Statutes or county laws/ordinances brought to their attention and takes appropriate police action when warranted.

Documents such investigations or police actions in offense/incident reports or other designated forms.

Provides general and emergency assistance to motorists, includes providing information and directions, assisting stranded or disabled motorists, obtaining medical and other emergency assistance, requesting a tow truck or transporting the motorists to a place of safety when a need arises

Conducts preliminary investigations for the majority of incidents or calls for service requiring law enforcement action, to include establishing control of the incident scene, providing aid to the injured and obtaining additional medical attention if necessary, assessing the assistance required and requesting additional officers, supervisors, detectives, medical investigators, fire, rescue, or other support personnel as needed, determining if a crime has been committed and if it was committed within the Department's jurisdiction, locating and identify victims, suspects and potential witnesses, determining the identity of the suspect and effecting the arrest of the offender when appropriate, furnishing other field units with descriptions, methods of operation and direction of flight when possible, conducting initial interviews and interrogations, processing the scenes and collecting evidence, completely and accurately reporting collected information on the appropriate report forms.

Notifies a department supervisor in the event of an unusually serious or complex situation.

Responsible for preliminary crime scene functions and conducting the follow-up investigations for the majority of incidents or calls for service.

Provides escorts for oversized vehicles, hazardous or unusual cargo, parades, public officials, dignitaries, funerals and others as assigned.

### **Peripheral Duties**

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other Village officials in the performance of police operating activities.

Serves as a member of various employee committees.

Assists with the enforcement of planning and zoning and fire code violations.

### **Desired Minimum Qualifications:**

## **ENTRY LEVEL**

Must be 21 years or older at the time of employment;

Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State:

NO felony convictions and disqualifying criminal histories within the past seven years;

U.S. citizen;

Must be able to read and write the English language.

Must be of good moral character and of temperate and industrious habits.

## **EDUCATION AND EXPERIENCE:**

A. High school diploma or equivalent; or

B. An equivalent combination of education and experience.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

A. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;

B. Some skill in operating the tools and equipment listed below;

C. Ability to learn the applicable laws, ordinances, and department rules and regulations;

D. Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the Village's geography.

## **Special Requirements**

Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.

Ability to meet New Mexico Department of Public Safety medical, physical, and psychological standards for police officer certification.

NO felony convictions.

Successful completion of State Basic Training Academy or Equivalency Test within one (1) year after employment.

## **Selection Guidelines**

Formal application, review of education and experience any necessary testing including written and physical agility test, oral interview, polygraph interview, psychological examination and final selection.

Must be willing to sign form for NCIC and Background check.

## **Lateral Entry**

Must be able to meet all Entry Level requirements listed above.

### **Tools And Equipment Used:**

Police car, police radio, radar gun, handgun taser and other weapons as required, straight/expandable handle baton, handcuffs, breathalyzer, first aid equipment.

### **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 is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Is occasionally subjected to a physical agility test.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

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 is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

### **Selection Guidelines:**

- Formal application, rating of education and experience; Oral interview and reference check; Job related tests may be required.

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.

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Administrator**

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Mayor**

**Effective Date:** \_\_\_\_\_

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