



## Town of Edgewood

Position Class Code: 1403

### Police Officer (Certified)

Date Approved: 1/27/08

Revision Date:

**Position Purpose:** Under general supervision, patrols in assigned area and performs a variety of routine law enforcement duties including responds to dispatch calls for service, enforces traffic regulations, and investigates accidents and crimes for the citizens of the Town of Edgewood.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs patrol duties to preserve law and order, checks businesses and residences, discovers and prevents the commission of crimes, enforces the State and Municipal laws, codes and ordinances.
- Identifies, reports and/or responds to traffic hazards, illegal and unsafe activities, responds to calls for assistance including but not limited to traffic accidents, assaults, fights, alarms, domestic disturbances, thefts and other criminal or civil complaints.
- Arrests, questions, and transports suspects and/or persons with outstanding arrest warrants to jail facilities. Processes prisoners into jail; prepares incident reports; secures and investigates crime scenes.
- Performs traffic control duties and enforces traffic regulations; investigates and prepares accident reports.
- May assist in the collection, preservation, and handling of physical evidence and property.
- Interviews/interrogates victims, suspect(s), and witnesses.
- Investigates unusual activity and citizen's complaints; may assist with intelligence gathering, and undercover work.
- Gathers evidence and verifies information pertinent to the investigation and resolution of a variety of criminal incidents.
- Searches for missing persons, lost or stolen property, intervenes in disputes, issues citations identifies witnesses, assists injured persons and re-establishes law and order at the scene.
- Prepares complaints, presents routine cases and testifies in court.
- Assists with code compliance and animal control as required.
- Provides for the maintenance and care of assigned vehicle and equipment. May serve in special assignments and train other officers, and other duties as assigned.

#### Required Knowledge and Skills:

- Knowledge of State of New Mexico criminal and traffic codes and Federal laws, Town ordinances and codes.
- Knowledge of law enforcement and investigative standards, practices and procedures.
- Knowledge of effective communication and radio techniques, driving and high speed pursuit and the safe use of firearms.
- Knowledge of Town and surrounding area geography, including streets, business, residential and community facilities.
- Skill in reading, interpreting, understanding and applying New Mexico and Federal laws, related policies, procedures, codes and ordinances.
- Skill in working under pressure of crisis situations and deadlines.
- Skill in establishing and maintaining effective working relationships with co-workers, other Town employees, elected officials and representatives from other local, state and/or Federal agencies, schools, the general public and/or others engaged with the Town.
- Skill in operating computers utilizing a variety of commonly used and specialized software and operating systems.
- Skill in communicating effectively and orally in the development of written documents.

## Police Officer (Certified)

### MINIMUM QUALIFICATIONS

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thin)/(30) credit hours of education.*

- A High School Diploma or equivalent, plus one (1) year experience in law enforcement.
- Possession of a valid State of New Mexico Driver's license; without record of suspension or revocation.
- Must be a citizen of the United States.
- Must be at least 21 years of age at the time of employment.
- Public Safety Officer Standards and Training (POST) Certification or equivalent. .

#### **Additional Special Qualifications:**

Successful completion of law enforcement background investigation and screening; providing no felony convictions or for crimes of moral turpitude, to include but not limited to violation of any Federal or State law or local ordinance relating to: aggravated assault, theft, driving while intoxicated, controlled substance, and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States. No domestic violence convictions.

Successful completion of an examination by a licensed physician, and is free of any physical condition that might adversely affect his/her performance.

Successful completion of an examination by a certified psychologist, and is free of any emotional or mental condition that might adversely affect his/her performance.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work performed normally involves both internal and outdoor environments with possible exposure to inclement weather, and varying temperatures.
- This position may conduct patrol duties involving considerable driving and the potential for hazardous work situations and outdoor working conditions.
- This position is subject to call-out or call-back, and irregular hours.
- This position requires the possession and possible use of firearms and other assigned weapons.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving, and lifting objects up to 50 pounds.
- Work requires ability to speak, hear, touch, and see.

#### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, assigned weapons and equipment common to law enforcement and motorized vehicles.