

Police Officer

Pay Range: 34-40

Summary:

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify potentially serious law enforcement or governmental problems.
- f. Promote and preserve the peace.
- g. Provide emergency services.

The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the lieutenant, sergeant or corporal.

General Duties and Responsibilities:

- a. Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders. Where orders conflict, consult RR 1-2.3.
- b. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives.
- d. Responds punctually to all assignments.
- e. Acquires and records information concerning events that have taken place since the last tour of duty.
- f. Records activity during tour of duty in the manner prescribed by proper authority.
- g. Maintains weapons and equipment in a functional, presentable condition.

- h. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed.
- i. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- j. Answers questions asked by the general public, counsel's juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- k. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- l. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confers with prosecutors and testifies in court.
- n. Accomplishes other general duties as they are assigned or become necessary.
- o. Performs other duties as may be assigned by the chief or his designee.
- p. Cooperates with the efforts of other law enforcement agencies.

Specific Duties and Responsibilities: Preventive Patrol

- a. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - (1) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire hydrants, telephones and other emergency services should be noted.
 - (2) Apprehending persons violating the law or wanted by the police.
 - (3) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.
 - (4) Preserving any serious crime scene until criminal investigator arrives.
 - (5) Public assembly checks.
 - (6) Building security checks.
 - (7) Observing and interrogating suspicious persons.
 - (8) Issuing traffic citations.

(9) Being alert for and reporting fires.

(10) Reporting street light and traffic signals out-of-order, directing traffic when necessary, street hazards and any conditions that endanger public safety.

(11) Checking schools, parks, playgrounds, swimming pools, etc.

(12) Responding to any public emergency.

b. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records data, which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

c. Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.

d. Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing police services.

e. Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the sergeant or senior police officer on duty or the dispatcher has issued authorization for a temporary absence.

f. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.

g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.

h. Concerning a patrol vehicle:

(1) See that it is well maintained mechanically and that it is kept clean both inside and out.

(2) Operates the radio according to FCC regulations and current departmental procedures.

(3) Ensures that the assigned vehicle's gas tank is full before completion of each tour of duty.

i. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use.

j. Takes measures to direct the flow of traffic during periods of congestion.

k. Notifies the sergeant or senior officer on duty if more than a temporary absence from regular duties is required.

Specific Duties and Responsibilities: Traffic Patrol

- a. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
- b. Enforces the parking ordinances and motor vehicle laws in the patrol areas.
- c. Alert to traffic safety conditions, which may endanger or inconvenience the public and reports such conditions to a supervisor.
- d. Responds immediately when called from a traffic post to render emergency police service. Notifies a supervisor at the earliest possible opportunity.

Wears the prescribed traffic safety clothing and equipment.

Knowledge, Skills and Abilities:

Knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

Education and Experience:

High school degree, valid New Mexico driver's license, responsible work experience.