



# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Public Safety Officer Part time Temporary (I)	<b>Job Code:</b> 510
<b>Division:</b> Administration	<b>Effective Date:</b> 12/03
<b>Department:</b> Police	<b>Last Revised:</b> 01/2019

### GENERAL PURPOSE

Performs a variety of **working level technical** tasks in the course of performing the day-to-day law enforcement operations of the city, including patrol, investigations, evidence, emergency medical response, search and rescue and records management.

### SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Law Enforcement Operations:** Patrols Village streets, commercial and residential areas to preserve the peace and enforce the law, control 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 alarms, 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 diagram of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including Officer's daily logs, reports of investigation, field interrogation report, alcohol reports, influence reports, vehicle impoundment form, traffic hazard report, release and agreement not to sue form, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety etc.

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

Inspects vehicle and equipment to ensure proper working condition; insures routine maintenance is completed in a timely manner.

Coordinates activities with other officers or other Village departments as needed, exchanges information with officers in other law enforcement agencies.

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

Serves arrest and search warrants, subpoena, and criminal summons.

**Search & Rescue:** In the absence of the Police Chief, organizes and coordinates search and rescue operations, otherwise assists with these cases; works with various agencies to expedite the location and rescue individuals or groups; oversees field execution of rescue plans, processes and operations; assesses complexity of operations, determines scope of resource engagement; is competent in all facets of Technical Rescue including, but not limited to, high angle, water, swift water, vehicle extrication, confined space, and trench.

If options for housing exists, housing may be considered as part of the employee's compensation

Searches in adverse conditions at fire scene, natural disasters, auto accidents etc.; rescues victims from fire and other danger situations; operates hydraulic rescue tool to achieve forcible entry.

**EMS:** Requires training in EMS to a level of first responder within the first 18 months of employment. To: render first-aid and practices trauma management; responds to emergency ambulance calls; operates ambulance at emergency speeds to achieve efficient response to emergency calls; evaluates emergency situations and determines most effective medical aid.

Evaluates patient's condition and/or injuries at accident scenes and/or medical emergencies and administers aid as per protocol; monitors patient's vital signs and provides basic life support until transported to hospital.

Operates resuscitation and suction devices during cardiopulmonary resuscitation; applies vacuum splints, cervical collars, backboards, and various other medical devices used to immobilize patients during extrication and transport.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, completion of Police Academy with basic certification;

AND

B. Three (3) years of progressively responsible law enforcement experience as a municipal, county, or state officer;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities

**Working knowledge of** modern law enforcement principles, procedures, techniques and equipment; search and rescue practices, techniques and procedures, including organization and supervision; various emergency medical practices and procedures consistent with EMT and emergency response demands; fire suppression and prevention standards and practices; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; NCIC, UCR/IBR codes and their proper application; methods of arrest; legal liabilities associated with arrest and law enforcement; practices and procedures for emergency vehicle operation; specialized equipment such as that needed to document field sobriety tests, radar, radio, camera, finger printing, evidence collection, etc. hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; court room procedures and laws of evidence.

**Skill in** the use of firearms, non-lethal weapons, police vehicle, emergency equipment, breathalyzers, radar units, and restraining devices.

**Ability to** react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. **Special Qualifications:**

Must be clear of a prior criminal record. Must possess a valid New Mexico State Driver's License. Must maintain firearm proficiency. Must maintain law enforcement certification by completing biennium training as required by the State of New Mexico. Must be trained and maintain certification in Emergency Vehicle Operations Certification (EVOC) for the ability to drive Village emergency vehicles

Must be available for call back in emergency situations.

4. Preferred Qualifications:

**Fire Operations:** Acts as firefighter and responds to fire emergencies; performs prevention duties assisting and educating the general public; engages in suppression activities; assists with code enforcement operations.

Receives continuous classroom and field training in a wide range of fire prevention and firefighting techniques, principles, and procedures; receives specialized training in salvage and rescue operation, hazardous materials, disaster, drowning, and other related emergency situations; participates in drills.

Responds to fire alarm signals; performs as member of firefighting team; responds to emergency calls; manipulates various sized appliances, nozzles, hose streams; lays and connects water hose, hooks up pump, directs water stream; raises and climbs ladders and utilizes other specialized equipment such as chemical fire extinguisher, SCBA's, encapsulated chemical suits, power saws; operates extension ladders in actual rescue situations and in regular training; uses various hand tools such as rope, axes, etc.

5. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, and lifting. The employee must occasionally 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. Talking, hearing and seeing or an alternative form of effective communication essential to job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations that are inherent to the job.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee