



Village of Taos Ski Valley

Job Description

Job Title: Part Time Police Officers Officer	Job Code: 510
Division: Administration	Effective Date: 1/2018
Department: Police	Last Revised: 9/2019

GENERAL PURPOSE

Performs a variety of advanced level technical tasks in the course of performing the day-to-day law enforcement operations of the Village, including; patrol, investigations, evidence handling and collection, fire prevention, fire suppression, emergency medical response, search and rescue, Village staff training, and records management.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

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, interviews witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles.

Conducts follow-up investigations 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 giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including Officer's daily logs, reports of investigation, field interview report, 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.

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

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, subpoenas, and criminal summons.

Search & Rescue, EMS and Fire Operations: Assist with activities as needed in the Village.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, completion of Police Academy with basic certification;
- AND
- B. Two (2) 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; applicable Federal, State, County, and Village 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; investigative procedures and practices; court room procedures and laws of evidence. Ability to use computer programs such as Microsoft Office Suite; Excel, Word and Outlook.

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

Ability to react effectively in emergency and stress situations; 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.

Preferred qualifications: Ability to use Spillman and Tracs

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 an emergency situation.

4. **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, and creative problem solving. Periodic exposure to life threatening or hazardous situations that are inherent to the job.

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