

**City of Truth or Consequences**

**Human Resources Office**

505 Sims Street

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**Job Advertisement**

**POLICE OFFICER (CERTIFIED AND UNCERTIFIED)**

The City of Truth or Consequences is taking applications for the position(s) of **POLICE OFFICER**. Lateral certified police officers will be given preference. All applicants must meet pre-employment selection requirements. If an uncertified applicant is selected; a Voluntary Pre-employment Agreement will need to be signed and the applicant must meet state law enforcement academy certification requirements.

**See Job Description for full requirements and representative duties.**

Grade: Pay rate commensurate with qualifications and experience, plus benefits

Applications and Job Descriptions can be obtained from the City's Human Resources Office, 505 Sims Street, T or C., NM, 87901, PH# (575) 894-740-7554 FAX # (575) 894-0363. **Accepting Applications at the City's HR Office. Position open until 11/01/2024.** E.O.E.

PUBLISH: Sentinel – 10/10/2024  
10/17/2024  
10/24/2024  
10/31/2024

POSTED: City Website – 10/10/2024– Until Filled  
Indeed.com – 10/10/2024 – Until Filled

# POSITION DESCRIPTION

Class Title: POLICE OFFICER (UNCERTIFIED AND CERTIFIED)  
Department: POLICE DEPARTMENT  
Division: POLICE Status: Classified

## GENERAL PURPOSE:

Perform limited and general duty police work involved in the protection of persons and property; preventive and investigation of crimes; and enforcement of laws.

## SUPERVISION RECEIVED:

Works under the direct supervision of the sergeant or lieutenant. Certified police officers will assist in the training and mentoring of uncertified officers

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Perform a variety of working level law enforcement duties.
- 2) Respond to life and property threatening calls such as robbery, burglary, family disturbances, theft, vandalism, arson, riot, etc.
- 3) Patrol streets, roads and public places on foot, automobile or motorcycle to prevent and discover the commission of crime and enforce law.
- 4) Conduct investigation and follow-up investigation on scene and suspects: make arrest of offenders.
- 5) Write crime case reports, arrest reports, complaint reports, etc.
- 6) Appear and testify in court.
- 7) Perform traffic enforcement and issue tickets to traffic violators.
- 8) Operate the breathalyzer and radar equipment.
- 9) Conduct security checks of business and residential establishments.
- 10) Carry out duties in conformance with federal, state, county and city laws and ordinances.

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The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

## MINIMUM QUALIFICATIONS:

### A. Education and Experience:

1. High school diploma or G.E.D. equivalent.
2. Responsible work experience.

### B. Necessary Knowledge, Skills and Abilities:

1. Knowledge of criminal law, investigation, crime and prevention methods.
2. Thorough knowledge of the rules of evidence and the laws governing the custody of persons.
3. Thorough knowledge of applicable state and local laws and ordinances.
4. Extensive knowledge of city's geography.
5. Ability to perform work requiring good physical condition.
6. Ability to communicate effectively orally and in writing: ability to follow and give verbal and written instructions; and ability to establish and maintain effective working relationships with employees, the public and other agencies.
7. Ability to exercise sound judgment in evaluating situations and in making decisions.
8. Ability to properly utilize all tools and equipment necessary to perform the above listed duties and responsibilities.
9. Possess emotional and mental stability.
10. Display professional and respectful demeanor while performing his or her duties to include high moral character and integrity.

### C. Requirements/Certifications/Licenses:

1. Possess a valid New Mexico Driver's License, without record of DUI, suspension or revocation in any state.
2. Be a United States Citizen.
3. Nineteen (19) years of age or older.
4. Clean criminal record history. Applicant cannot have been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding his application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States;
5. No convictions of domestic violence and/or convictions or usage of illicit or recreational drugs as this position is a public safety sensitive position.
6. Must pass all steps of the **Selection Process (If an uncertified applicant is selected; a Voluntary Pre-employment Agreement will need to be signed and the applicant must meet state law enforcement academy certification requirements.)**
7. New Mexico Law Enforcement Academy certification or ability to become certified within one (1) year of date of hire to include those applicants who are

eligible for certification by waiver if the applicant is already certified as a police officer in another state or by the federal government.

D. Selection process:

1. Written exam (**uncertified and certified applicants**)
2. Physical agility test (**uncertified applicants**)
3. Oral interview (**uncertified and certified applicants**)
4. Comprehensive background investigation (**uncertified and certified applicants**)
5. Post-Offer employment psychological examination (**uncertified applicants**)
6. Successfully pass the pre-employment drug and alcohol testing (**uncertified applicants**)
7. Successfully pass post-offer employment medical examination (**uncertified applicants**)

**TOOLS AND EQUIPMENT USED:**

Police car, police radio, radar gun, handgun, and other weapons are required, side handle baton, handcuffs, breathalyzer, pager, moving/stationary radar, measuring tapes, (roller meter/steel), fire extinguisher, body microphone, VCR, camcorder, television, tape recorder, cameras, first-aid equipment, vests (bullet proof & safety), fingerprint collection kit, evidence collections bags, flashlights, binoculars, and personal computer including word processing software.

**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, run, jump, use hands to finger, handle or operate objects, controls, ore tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, listen or hear (aided or unaided), and speck clearly.

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

**WORKING EVIRONMENT:**

The work environment characteristics described above are representative of those an employee encounters while performing 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 the job, the employee frequently works in the outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives 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.

May be exposed to the possibility of personal bodily harm and emotional and mental tension and stress. May require arduous physical exertion under rigorous and unusual conditions.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; background investigation 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 for the position if the work is similar, related or a logical assignment to the position.

This Position 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.