

City of Truth or Consequences

Human Resources Office

505 Sims Street

PH: (575)740-7554

Truth or Consequences, NM 87901

FAX(575)894-0363

Job Advertisement

Police Sergeant

The City of Truth or Consequences has an opening for the position of **Sergeant** in the **Police Department**.

See Job Description for full requirements and representative duties.

Pay rate commensurate with qualification and experience, plus benefits

Application and Job Description are available from Human Resources Office , 505 Sims Street, T or C., NM, 87901, tel.#575-740-7554 fax #575-894-0363 or on the City's Website at www.torcnm.org Deadline for applications to be returned to the City's HR Office is until November 8, 2024. E.O.E.

PUBLISH: Sentinel - October 31, 2024
November 7, 2024

POSTED: CITY'S WEBSITE 10/23/2024
INDEED.COM 10/23/2024

**City of Truth or Consequences
Human Resources Office**

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**401 McAdoo
Truth or Consequences, NM 87901**

**MAIL:505 Sims St.
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POSITION DESCRIPTION

Class Title: SERGEANT

Department: Police Department

Division: Department-Wide

Status: Classified

GENERAL PURPOSE:

Performs limited and general duty police work involved in the protection of persons and property: preventive and investigation of crimes; and enforcement of laws. Performs all duties as assigned by the Chief of Police and Lieutenant.

SUPERVISION RECEIVED:

Works under the direct supervision of the Lieutenant, and/or Chief of Police.

SUPERVISION EXERCISED:

Assigns and supervises the work of all patrol officers, detective(s), code enforcement officer, and animal control officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of working level law enforcement duties.
2. Responds 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 other vehicle to prevent and discover the commission of crime and enforce law.
4. Conducts investigations and follow-up investigations: makes arrest of offenders.
5. Writes crime case reports, arrest reports, complaint reports, etc.
6. Appears and testifies in court.
7. Performs traffic enforcement.
8. Operate the breathalyzer, radar equipment and other law enforcement related equipment and/or software.
9. Conducts security checks of business and residential establishments.
10. Carries out duties in conformance with federal, state, county and city laws and ordinances.
11. Ensures that day-to-day police functions operate smoothly to include making supervisory decisions on how to handle non-emergency, investigatory, crisis intervention, and/or emergency situations.
12. Handles the complaints and resolves problems.
13. Instructs subordinates in police patrol, investigations, code enforcement and animal control work to include in the guidance of how to generate criminal complaints, affidavits, and incident reports.
14. Receives assignments to investigate violations of laws.
15. Collects and preserves evidence, assists in training subordinated personnel.
16. Supervises handling of felony and complicated misdemeanor cases, and supervises crime scenes for patrol and detective personnel.

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17. Consults with superior officers to discuss effectiveness of existing policies and procedures and to recommend necessary changes, assist in the analysis of organization and crime reports.
18. Responsible for the morale and welfare of officers in the department to include setting a positive professional example for others.
19. Maintains positive working relationship with other city departments or fellow law enforcement agencies.
20. Reviews subordinate documentation for accuracy and thoroughness to include periodic reviews of officer body and police vehicle video recordings.

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. At least two (2) years as a certified police officer in the State of New Mexico.

B. Necessary Knowledge, Skills and Abilities:

1. Knowledge of criminal law, investigation, case law, crime and prevention methods.
2. Thorough knowledge of the rules of evidence and the laws governing the custody of persons.
3. Ability to deploy personnel effectively, directs them in their work and advice on technical police problems.
4. Knowledge of police records, and ability to prepare accurate and comprehensive reports.
5. Ability to analyze law enforcement problems and adopt effective programs.
6. Ability to plan and coordinate to work of subordinates.
7. Thorough knowledge of applicable federal, state and local laws and ordinances, department/city policies and procedures.
8. Extensive knowledge of City's geography.
9. Ability to perform work requiring good physical condition.
10. 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.
11. Ability to exercise sound judgment in evaluating situations and in making decisions; must possess emotional and mental stability.
12. Ability to properly utilize all tools and equipment necessary to perform the above listed duties and responsibilities.

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C. Requirements/Certifications/Licenses:

- 1) Must possess a valid New Mexico Driver's License
- 2) Must possess an active New Mexico Law Enforcement Academy police officer certification.
- 3) Must have successfully completed a First Line Supervisor Course accredited by the New Mexico Department of Public Safety or successfully complete said course within 6 months of hire/promotion unless extension granted by the Chief of Police.
- 4) Must successfully pass the pre-employment drug testing and thorough background investigation (external applicants only).

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, moving/stationary radar, measuring tapes (roller meter/steel), fire extinguisher, body microphone, digital recorders, photo and body camera, first-aid equipment, vest (bullet proof & safety), fingerprint collection kit, evidence collection 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, use hands to finger, handle, or operate objects, controls, or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those by 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 this job, the employee frequently works in 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.

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SELECTION GUIDELINES:

Formal application, rating of education, rating of experience and disciplinary records; written examination, oral board interview, and background/reference check; other job-related tests may be required. After testing, Chief will review all applicants and he will select best qualified candidate for promotion recommendation.

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 from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute by 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.

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