



**City of Grants**  
**POSITION DESCRIPTION**

POSITION TITLE:      Police Officer

DEPARTMENT:        Public Safety

Job Grade:    III-A / IV

REPORTS TO:        Patrol Sergeant

SUPERVISES:    N/A

**POLICE OFFICER:** Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

**POSITION SUMMARY:** Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the city by performing a combination of duties; suppressant crime patrol, directing traffic, enforcing State and Local Traffic laws, investigating traffic accidents, preparing and serving warrants, processing both juveniles and adults, protecting and processing crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures. Follow court procedures for municipal, county and district courts.

**PRINCIPLE RESPONSIBILITIES:**

The Patrol Officer must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Effectively deal with unpleasant situations, irate or disturbed individuals or victims, or gruesome crime scenes.
  - Ability to think quickly, maintain self-control, and adapt and effectively to stressful situations.
  - Operate basic police equipment (including but not limited to cameras, recorders, radar, personal computer, and laptop).
  - Respond to radio calls, take command of scenes and restore the peace.
  - Respond quickly and safely to the scene of a crime or an accident.
  - Conduct initial interviews of complaints, victims, suspects and witnesses.
  - Write reports and prepare completed misdemeanor case folders to present to the Municipal/County attorney's office.
  - Monitor, investigate and handle, as appropriate, any suspicious activities or ongoing crimes.
  - Coordinate and direct vehicular traffic.
  - Visit open businesses such as banks, markets, department stores, service stations, and other types to establish a rapport with owners.
  - Book suspects and evidence and transport them to the appropriate detention facility.
  - Respond to questions from citizens and agencies.
  - Attend meetings as assigned or required.
  - Use good judgement in all decision-making and in carrying out all job duties.
  - Meet with police and other staff members to identify and resolve problems and concerns.
  - Be helpful, cooperative and courteous, and demonstrate a good attitude in all dealings with the public, co-workers and others.
  - Be punctual and in attendance on a regular basis.
  - Demonstrate initiative and diligence in the prompt and proper completion of all job duties, whether or not listed in this Job Description.
  - Safeguard City property and recognize and report needed repair.
  - Work safely, follow safety rules and training, and maintain a clean, safe and healthful working environment.
  - Ability to be able to work all shifts, including holidays and accept on-call duty status.
  - Ability to maintain confidentiality with criminal and investigative information.
- Principal Responsibilities continued:
- Maintain appropriate confidentiality with regard to Police and other City business.
  - Enforce Code Enforcement violation throughout the City of Grants.
  - Enforce ALL City Ordinances of the City of Grants.
  - Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School diploma, GED or equivalent required; college course work preferred; must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record; must be bondable. Must be able to read and write in the English language.
- Must be of good moral character and of temperate and industrious habits.
- Completion of the basic law enforcement training academy or equivalent within one year of hire date.
- Must pass a drug screen, background check, and physical assessment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgement in evaluating situations and in making decisions
- Ability to follow verbal and written instructions
- Ability to learn the City's geography.
- Maintain a professional demeanor.
- Ability to perform work requiring good physical condition; effectively communicates verbally and in writing; in person and by two way radio and telephone, occasionally under stressful conditions.
- Investigate suspicious situations, crime scenes, and accidents to determine if an offense was committed.
- Maintain chain of custody on property.
- Process and transport prisoners and maintain all booking, property and status records of prisoners.
- Secure crime scenes; identify witnesses and suspects, photograph, fingerprint and obtain statements. Make proper notification.
- Ability to remember details, organize the sequence of events, and document detailed accounts in writing.
- Successfully complete the Department Field Training Program and required trainings by the PD and City.
- Assume responsibility for your actions.
- Consistently demonstrate maturity, honesty, and integrity.
- Ability to analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances.
- Ability to function effectively in emergency situations.
- Ability to be punctual and regular in attendance and to work weekends, holidays, rotating shifts and overtime as required.
- Ability to respond in-person to emergency events as requested.
- Ability to speak, read and understand the English language and possess good verbal and written skills.
- Establish and maintain effective, cooperative working relationships with City Employees, officials, first responders, and representatives from other local, state and federal agencies.
- Significant working knowledge of department's coverage area and the surrounding areas.
- Working knowledge of department city-owned equipment and ability to perform inspections and light routine maintenance.
- Understand the follow the department's policies and procedures regarding chain of command reporting.
- Ability to maintain accurate logs, activity reports and other records.
- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operations activities.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance of this job is subject to extensive vehicular travel in and around the City, and occasional external travel. \_

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

**SUPPLEMENTAL REQUIREMENTS:**

**SUPERVISORY CONTROLS:** The Sergeant – Patrol assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures, and the nature and propriety of the final result.

**GUIDELINES:** Guidelines include State and Federal laws, city ordinances, court rulings, constitutional guidelines, training manuals, city and department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but require some interpretation in application.

**COMPLEXITY:** The work of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work. Officers must display the ability to rapidly make accurate decisions in critical situations.

**SCOPE AND EFFECT:** The purpose of this position is to protect life, property, preserve the peace and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens and contributes to the efficient and effective operation of the department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, interview persons, resolve problems, and negotiate or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons.

**WORK ENVIRONMENT:** The work is performed indoors, in vehicles, and outdoors. The employee may be exposed to inclement weather, noise, dirt, dust, contagious or infectious diseases, and life-threatening situations. The work requires the use of protective clothing devices.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

**Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:** *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**EMPLOYEE'S SIGNATURE:** *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date