



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

POLICE AND SHERIFF PATROL OFFICER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Police and Sheriff Patrol Officer Supv.	M3051S	80	85

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district. Performs combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

Nature of Work

Police and Sheriff Patrol Officer Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and protects lives and property. Law enforcement officer's duties depend on the size and type of their organizations. Police pursue and apprehend individuals who break the law and then issue citations or give warnings. A proportion of their time is spent writing reports and maintaining records of incidents they encounter. Most police officers patrol their jurisdictions and investigate any suspicious activity they notice. They also respond to calls from individuals. They may direct traffic at the scene of an accident or investigate a burglary. They are frequently called upon to render assistance to other law enforcement agencies, especially those in rural areas or small towns.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

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- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role act as a technical consultant in the field and perform patrol, law enforcement, investigative duties, and testifying as expert witnesses duties in the most complex cases.
- Employees design and implement operations to streamline and improve the law enforcement process, and ensure the accuracy and efficiency of tracking motor vehicle code, safety, and legal violations.
- Employees provide training and assistance to less experienced staff.
- Employees in this role may act as a first-line Supervisor over an enforcement unit of Police Officers.
- Employees in this role will direct and control field enforcement, field investigations, and special operations to ensure compliance with state and federal criminal statutes.
- Employees in this role are frequently called to court to testify as witnesses or provide expert testimony in criminal cases.
- Employees in this role enforce state and federal motor vehicle code, enforce all state and federal rules and regulations, conduct accident and criminal investigations, and ensure the enforcement of the State Liquor Control Act, Tobacco Products Act and the Concealed Handgun/Carry Act.
- Employees in this role perform law enforcement and investigative work to ensure compliance with traffic, motor carrier, narcotics and criminal laws and regulations; conducts special investigations; and acts as a source of first response to emergency and dangerous situations, crimes and accidents.
- Employees in this role assigned to the Law Enforcement Academy provide advanced curriculum design and development, training, and supervision of law enforcement cadets and law enforcement officers in basic and advanced training courses.

Recommended Education and Experience for Full Performance

High school diploma or GED and seven (7) to nine (9) years of experience in law enforcement patrol operations, law enforcement training, commercial vehicle enforcement, or criminal investigations, three (3) years of which must be supervisory.

Minimum Qualifications

High School diploma or GED, and four (4) years of experience in law enforcement patrol operations, commercial vehicle enforcement, and/or criminal investigations.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET is a trademark of the U.S. Department of Labor, Employment, and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of

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subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

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Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Negotiation — Bringing others together and trying to reconcile differences.

Persuasion — Persuading others to change their minds or behavior.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Statutory Requirements: Must be a certified law enforcement officer. Must be commissioned law enforcement officer in the state of New Mexico and have a current certification as a Peace Officer as set forth in Section 29-7-6 NMSA 1978.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 07/27/2012 **Revised:**

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.