



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

POLICE AND SHERIFF'S PATROL OFFICERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Police and Sheriff's Patrol Officers-B	M3051B	55	65
Police and Sheriff's Patrol Officers-O	M3051O	60	70
Police and Sheriff's Patrol Officers-A	M3051A	65	75

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

Occupation Description

Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform 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's Patrol Officers protect 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 of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist coworkers in the patrol of roads and highways.
- Employees perform standardized duties under supervision, in relation to enforcing State and federal motor vehicle code and safety violations as well as enforcement of state and federal rules and regulations.
- Employees provide assistance to the public as needed.

Recommended Education and Experience for Full Performance*

High school diploma or Equivalent and successful completion of six (6) months of law enforcement academy training.

Minimum Qualifications

High School diploma or Equivalent.

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Operational

- Employees in this Role patrol roads and highways, and enforce state and federal motor vehicle code violations.
- Employees enforce state and federal laws and regulations; perform safety inspections; enforce rules regarding commercial size and weight; investigate traffic accidents and perform accident reconstruction assignments; issue traffic citations and apprehend and arrest suspects; perform drug interdiction; complete investigations and compliance reviews; file criminal complaints; and testify in court.
- 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 also provide 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 Equivalent and four (4) to five (5) years of experience as a certified law enforcement officer.

Minimum Qualifications

High School diploma or Equivalent, and must hold a current New Mexico Police Officer certification as set forth in Section 29-7-6 NMSA 1978 or be eligible for Certification by Waiver upon hire and/or must complete Certification by Waiver within six (6) months of hire.

Advanced

- 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.

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- 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 Equivalent and seven (7) to nine (9) years' experience in law enforcement patrol operations, law enforcement training, or criminal investigations.

Minimum Qualifications

High School diploma or Equivalent, four (4) years of experience in law enforcement patrol operations, and/or criminal investigations and two (2) years law enforcement teaching experience. Must hold a current New Mexico Police Officer certification as set forth in Section 29-7-6 NMSA 1978 or be eligible for Certification by Waiver upon hire and/or must complete Certification by Waiver within six (6) months of hire, and currently hold the minimum of a general instructor certificate as set forth in NMAC 10.29.4.8.

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

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.

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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

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.

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: N/A

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: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011; 12/5/2019 Advanced min quals updated

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

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.