

**Village of Questa  
Job Description**

**POLICE OFFICER**

---

<b>Job Title:</b>	<b>Police Officer</b>
<b>Reports To:</b>	<b>Chief of Police</b>

---

**SUMMARY**

Maintains order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law. Upholds the integrity and all safety issues innate to the position and displays behavior consistent with the mission, vision and values of the Village of Questa through leadership, ethical conduct, proper use of Village resources, personal accountability and responsibility and provides utmost customer service to the constituency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responds to all emergency calls and arrests perpetrator of criminal act or submits citation or warning to violator of motor vehicle ordinance.

*Expectation: Arrests and citations are handled in a clear, professional, effective, accurate, and complete manner.*

Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.

*Expectation: Observations are accurate and complete.*

Directs traffic flow and reroutes traffic in case of emergencies.

*Expectation: Traffic management is accurate, safe, complete, and timely.*

Reviews facts to determine if criminal act or statute violation is involved.

*Expectation: Analysis is accurate, complete, astute, and effective.*

Evaluates complaint and emergency-request information to determine response requirements.

*Expectation: Evaluations are sound, prompt, thorough, and accurate.*

Investigates traffic accidents and other accidents to determine causes and to determine if crime has been committed.

*Expectation: Investigations are accurate, complete, productive, and timely.*

Provides road information to assist motorists.

*Expectation: Information is clear, helpful, accurate, and complete.*

Relays complaint and emergency-request information to appropriate agency dispatcher.

*Expectation: Relays are prompt, accurate, and complete.*

Expedites processing of prisoners, and prepares and maintains records of prisoner bookings and prisoner status during booking and pre-trial process.

*Expectation: Processing and records are accurate, complete, and effective.*

Testifies in court to present evidence or act as witness in traffic and criminal cases.

*Expectation: Testimony is accurate, complete, professional and ethical.*

Records facts and prepares reports to document activities.

*Expectation: Records and reports are accurate, complete, and timely.*

Renders aid to accident victims and other persons requiring first aid for physical injuries.

*Expectation: Aid provided is beneficial, follows appropriate safety measures, accurate, complete, and prompt.*

Interviews principal and eyewitnesses.

*Expectation: Interviews are professional, accurate, clear, and complete.*

Photographs crime or accident scene.

*Expectation: Photographs are accurate, complete, and helpful.*

Draws diagram of crime or accident scene

*Expectation: Drawings are accurate and complete.*

Attends departmental and village staff meetings as needed, assist with seeking funding for special projects and participates in community service events such as food bank distribution.

*Expectation: Team building through participation in events and sharing of ideas.*

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High School diploma or general education degree (GED); or one to three months related experience and/or related training; or equivalent combination of education and experience.

Must successfully pass a thorough background investigation. Must possess New Mexico Peace Officer Certification.

## **LANGUAGE SKILLS**

Bilingual preferred. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, safety rules, operating and maintenance instructions and procedure manuals. Demonstrates effective computer skills in order to write reports, business correspondence, procedure manuals and to document scenarios as necessary. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as to reconstruct the scene of an accident.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintains a valid Drivers License

New Mexico Peace Officer Certification, must pass DPS and Physical Fitness Test  
CPR certified.

Pre Employment Drug Testing

## **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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. This position must comply with physical fitness standards as set forth by the village. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here 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.

The noise level in the work environment is usually moderate to loud from time to time. Possibility of exposure to physical risk.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date