

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2019-PD4

POSITION TITLE	Police Officer I, II, Senior Police Officer Lateral	SALARY RANGE:	\$22,000 – \$30,000
DEPARTMENT	Police Department	FLSA/UNION STATUS:	Non-Exempt / POA
PERIOD TO APPLY:	Open Continuous	POSITION STATUS:	Classified/ Full-Time
SUPERVISOR:	Chief of Police	LOCATION:	Operations/ Patrol

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### GENERAL PURPOSE

This is the entry-level position in which incumbents are trained on the job in the full range of general duty police work to protect life and property through the enforcement of laws and receive assistance in handling non-routine jobs.

### SUPERVISION RECEIVED

Works under the general guidance and direction of a Police Sergeant

### SUPERVISION EXERCISED

None

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

Employees perform the full range of general duty police work including: patrols, issuing citations, making arrests, transporting prisoners, crime prevention, serving warrants, investigating motor vehicle accidents, interviewing witnesses, answering calls involving misdemeanors and felonies, and other law enforcement duties. This employee patrols assigned residential and commercial areas by car or on foot and investigates and reports unusual conditions and complaints; enforces traffic codes by patrol and citation of violations. May direct traffic at school crossings, special events and during emergencies. Investigates motor accidents, administers first aid, prepares accident reports, and answers calls and complaints involving misdemeanors and felonies. Employee assists in collection of evidence and interviewing of witnesses, makes arrests, guards and transports prisoners, and testifies in court. Employee will assist in crime prevention activities and operates vehicles in routine and emergency situations and performs minor maintenance of motor vehicles. May be assigned specialized duties and serves warrants.

And other duties as may be required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND EXPERIENCE:

High school diploma or equivalent

#### AND / OR

Lateral applicants must have completed a minimum of one (1) –year of law enforcement service as a certified officer or agent within a recognized certified law enforcement agency. Previously certified officers in the State of New Mexico, out of state applicants or federally certified law enforcement officers must meet the requirements and qualify for a *Certification by Waiver* through the New Mexico Department of Public Safety

### KNOWLEDGE, SKILLS, AND ABILITIES:

**Some knowledge** of the City geography required.

**Considerable skill** in communicating effectively, both orally and in writing

**Ability to** use specialized equipment, such as firearms, communications equipment, and computers Ability to establish and maintain an effective working relationship with co-workers, and the general public. Ability to meet deadlines with severe time constraints

### SPECIAL QUALIFICATIONS:

Current certification by the New Mexico Law Enforcement Academy. Out of State applicants must meet the requirements and qualify for a *Certification by Waiver* class through the New Mexico Department of Public Safety.

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Previously certified officers in the State of New Mexico, out of state applicants or federally certified law enforcement officers must meet the requirements and qualify for a *Certification by Waiver* through the New Mexico Department of Public Safety. Lateral applicants must have completed a minimum of one year of law enforcement service as a certified officer or agent within a recognized certified law enforcement agency.

Must have a good driving record and possess a valid Class D New Mexico driver's license.

Must have a record clear of felony convictions or crimes involving moral turpitude.

Must be at least 21 years of age.

Must establish New Mexico residence within six (6) months of hire date.

## **MUST SUCCESSFULLY PASS THE FOLLOWING:**

A written examination.

An oral interview with selection committee.

A polygraph examination.

A background investigation.

A psychological examination as to whether the candidate is free of any mental or emotional condition which might adversely affect performance.

A complete medical examination; and

A drug screening test.

## **WORK ENVIRONMENT:**

Work is performed inside and outside, sometimes in inclement weather conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes, VDT's and CRT's. May require arduous physical exertion under vigorous and unusual conditions; must be able to drag 175 pounds for 15 feet. Irregular work hours, nights, weekends, holidays, and on-call duty required.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form.** Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview.** Pre-placement physical exams are required for some positions.  
**Incomplete applications may delay or exclude consideration of your application.**