



THE CITY OF PORTALES,  
NEW MEXICO

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JOB DESCRIPTION/QUESTIONNAIRE

TITLE: PATROL OFFICER

DEPARTMENT: POLICE

DATE: 1/01/2009

**NON-EXEMPT**

REPORTS TO: **SHIFT SERGEANT OR SENIOR OFFICER**

SHIFT: **REGULAR – 40 HOURS PER WEEK**

**GENERAL DESCRIPTION:**

Reporting to the shift Sergeant or other senior officer, this employee performs general work, enforcing state and local laws and statutes, involving the patrol of an assigned area, traffic regulation and enforcement, accident, and crime scene investigation. An element of personal danger is involved and officers must be able to respond and react properly in varied emergency and stressful situations, exercising independent judgment in performance of duties. Other duties include writing reports, processing evidence, computer data entry, and use of related equipment. This position requires a willingness to work irregular hours, evening or night shifts, weekends, and holidays as necessary to assure protection for the public.

**TASKS AND RESPONSIBILITIES:**

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Patrol assigned area in city in a one-man unit.
2. Respond to calls from the dispatcher and react in a calm, professional manner.
3. Investigate/search accident and crime scenes, assembling evidence.
4. Complete routine and special reports on accident, crimes, and other incidents.
5. Act as "First Responder" to fire and emergency calls, being prepared to administer first aid if necessary.
6. Prepare and serve arrest and search warrants.
7. Work as traffic control at scenes as necessary.
8. Testify in court as needed.
9. Apprehend criminals and offenders, processing prisoners.
10. Locate and question witnesses.

Can you perform the above tasks and responsibilities? \_\_\_\_\_

If not, is there a reasonable accommodation that would allow you to perform these tasks? \_\_\_\_\_

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**MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:**

1. Motor vehicle (Patrol car) with installed emergency equipment (lights and sirens).
2. Communications two-way radio equipment and portable radio.
3. Department approved firearm, handcuffs, baton, flashlight and oc spray.
4. Department issued uniform and bullet resistant vest.
5. Traffic cones, measuring tape, fire extinguisher.
6. Telephone, computer, copying machine, and calculator.

Can you operate/use the above items? \_\_\_\_\_  
If not, is there a reasonable accommodation that would allow you to use these items? \_\_\_\_\_

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. High school graduate or equivalent.
2. Previous experience/knowledge desired.
3. Ability to follow through on work assignments and perform in stressful situations.
4. Ability to act promptly, taking effective action.
5. Good verbal and written communications skills - ability to speak clearly and distinctly.
6. Must be at least 18 years of age.
7. Must be a U.S. citizen.
8. Vision must be no worse than 20/100 correctable to 20/20.
9. Must have a valid New Mexico driver's license.
10. Must have valid Police Officer certification by the NM Law Enforcement Academy or obtain certification within one (1) year of employment (see below).
11. Job requires continued maintenance of firearm qualifications standards.
12. Possession of a good reputation and background, which will withstand pre-appointment investigation including no felony convictions and no misdemeanor convictions within the past 3 years old.

Do you meet the above requirements? \_\_\_\_\_  
If not, can you meet these requirements in the near future or with training? \_\_\_\_\_  
How and when? \_\_\_\_\_

Certification from the New Mexico Law Enforcement Academy, located at either Santa Fe or Hobbs, NM, must be completed within one (1) year of employment if applicant is not already certified. Failure to complete the academy for any reason will put officer's employment in jeopardy and will most likely be terminated. The academy consists of 24 weeks of intensive training in academics, physical fitness training, self-defense tactics, firearms, and driving. The physical fitness program consists of circuit training, aerobics, and running from one and one half (1-1/2) to five (5) miles per day. Each portion must be completed with a minimum score in the academics and a maximum time for physical activities.

Do you believe you can successfully complete the academy if you haven't already? \_\_\_\_\_

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

COMMENTS ON PHYSICAL REQUIREMENTS: The majority of the time, police work involves patrolling an assigned area for the purposes of preventing and discovering crimes which does not require heavy physical activity. However, the Police Officer needs to be able to respond actively to any situation in which the public or the officer may be in danger. Physical fitness needs to be maintained as well as mental alertness. The Police Officer is required to pass a physical agility test before being hired, which will include a 1 ½ mile run. Persons selected for employment must also successfully complete a physical exam with vision no worse than 20/100 correctable to 20/20, psychological examination and drug screening.

Can you execute the above physical requirements? \_\_\_\_\_  
If not, is there a reasonable accommodation that would allow you to perform these requirements? \_\_\_\_\_

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to perform the requirements of the position. However, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

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\_\_\_\_\_

**WORK SCHEDULE:**

The regular work week is 8 - 10 straight hours a day for 4 or 5 days a week – shift work, most weekends and holidays. Schedule will have to be established at a later date.

Please note any exceptions you may have to the above schedule \_\_\_\_\_  
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**CERTIFICATION & AGREEMENT**

I hereby certify that the facts set forth in the above Job Description/Questionnaire are true and complete to the best of my knowledge. I understand that falsified statements of this form shall be considered sufficient cause for dismissal. The City of Portales is hereby authorized to make any investigation deemed necessary to verify the information, and any law enforcement or other organization is authorized to give all information relative to my employment, work habits, and character. I also hereby release such individual, organization and the City of Portales from any liability for any claim or damage which may result.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

USE THE REMAINING SPACE AND/OR ATTACHMENT TO LIST ANY SPECIAL SKILLS YOU MAY HAVE RELATIVE TO THIS JOB, OR TO MAKE ANY FURTHER COMMENTS.