

Works an assigned shift of days or swing. Performs either front desk duties or patrol duties on their assigned shift.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Front desk duties include receiving visitors to the Police Department, directing persons to the appropriate office, answering and directing phone calls, taking walk-in reports on theft, criminal activities, relaying messages to field police personnel via radio and other similar tasks.

Assists citizens and employees of the City by fingerprinting citizens and employees of the City and accurately recording same for non-criminal purposes.

Assists certified patrol officers in performing traffic control, such as, accident scene traffic control, special events control, and other similar situations.

Assists officers in requesting and ensuring vehicle tows are completed at accident scenes and other arrest situations where a vehicle is involved.

Enforces parking violations by writing citations for offenses such as handicap violations, fire lane violations, overtime parking, improper use of marked spaces, double and alley parking, obstructing traffic, and other similar citations as per regulations. Follows up and requests towing of vehicles if violations have not been corrected.

Investigates private property non-injury accidents; takes witness and victim statements; writes reports.

Writes reports on certain offenses such as gas frauds, lost or stolen property, found or recovered bicycles, or any other non-arrest type misdemeanor reports. May take felony reports such as embezzlements, larceny, auto burglary, forgery, criminal damage to property and other similar reports.

Under the direction of a certified police officer, assists in the investigation of felony and misdemeanor offenses, including the writing of offense reports for documentation of felonies and misdemeanors, as well as assisting with follow-up investigations.

Serves subpoenas, but limited to prosecution witnesses in criminal cases.

Performs the duties of a field evidence technician when needed; secures scenes to facilitate collecting evidence; assists in crime scene photography, recovery of latent prints, and identification and recovery of trace evidence.

Transports department vehicles from locations within the city to and from the Police Department.

Testifies in court when necessary.

Must maintain confidential departmental information.

Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Continuous enrollment and maintenance of a minimum 2.5 GPA at an accredited college or university with an emphasis on prerequisite work toward attainment of an Associate's Degree. Candidates who possess an Associate Degree or higher level of education are exempt from this requirement.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

Performs crossing guard duties as needed.

May perform departmental tours as needed.

Runs miscellaneous errands to assist administration and operations in performance of duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Testing Policy which includes, pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

All applicants must provide enough information for an extensive background check.

Must have a minimum of a high school diploma or GED equivalent, and continuous enrollment and maintenance of a minimum 2.5 GPA at an accredited college or university with an emphasis on prerequisite work toward attainment of an Associate's Degree. Candidates who already possess an Associate Degree or higher level of education are exempt from this requirement.

Requires a valid New Mexico driver's license, with acceptable driving record for past three years, or ability to obtain one upon hire.

Must be at least 18 years of age.

Must be a U.S. Citizen.

Felony convictions and disqualifying criminal histories are not allowed.

Must be able to read and write the English language.

Ability to learn the City's geography.

Ability to follow verbal and written instructions.

Must be of good moral character and of temperate and industrious habits.

Ability to be trained in modern police methods, practices and procedures. Ability to learn applicable laws, ordinances and department rules and regulations, and satisfactorily complete departmental training requirements dealing with pepper spray, finger printing, and evidence collection.

REQUIRED EXAMINATIONS:

Written exam, oral board interview, psychological examinations (written and oral), polygraph examination, medical examination, physical agility testing, and a background investigation.

TOOLS AND EQUIPMENT USED:

Personal computer and applicable software programs, motor vehicle, telephone, mobile radio, fax and copy machine, digital camera or similar recording devices, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are consistent with that of the police officer position and 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.

The employee is required to perform shift work including days, evenings, nights, weekends, and holidays.

While performing the duties of this job, the employee is frequently required to sit and talk, or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions, in hazardous traffic conditions on busy streets in moving traffic. Operates a city vehicle in all types of weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

EOE, M/F

HOW TO TAKE THE WORKFORCE TEST FOR

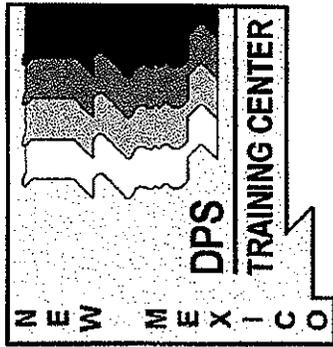
COMMUNITY SERVICE OFFICER/ POLICE OFFICER

{Step by Step}

1. Register for an ID number
 - a. Go to www.jobs.state.nm.us and do the basic registration.
2. Go to <http://skillstestingnm.schedulething.com> and schedule a date and time to take your tests.
 - a. Tests can be taken between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday at the Department of Workforce Solutions 600 West Arrington, Farmington, NM (Contact number is (505) 327-6126).
 - b. If you are testing at another location, please check for their hours of operation, as they may vary.
 - c. PLEASE NOTE: When you are going to your test, you should arrive 15 minutes in advance of your appointment. You will be required to present a picture ID in order to test.
3. The three tests you are required to take can be accessed on the on-line scheduler. They are:
 - a. Business Writing
 - b. Listening for Understanding
 - c. Workplace Observation
4. You may take each test up to two times in order to receive a passing grade of "3" or better.
 - a. If you do not pass a test after two attempts, you will be required to wait six (6) months before you can re-test.
5. If you are unable to test in the Farmington area, please contact Dawn Facka at Workforce Solutions at (505) 327-6126 X48 to assist you in locating a testing facility in your area.
6. After you have passed the three tests, please contact Susan Hare at Human Resources (505) 599-1134 to select a time to complete the physical agility portion of the test.
 - a. You will NOT be allowed to take the physical agility test without first passing the written examinations.

ENTRANCE FITNESS STANDARD

Complete medical exam packets (LEA-3) must have been received and final clearance approved prior to Physical Fitness testing being administered by Academy staff.



New Mexico Law Enforcement Academy

2014

FITNESS STANDARDS FOR BASIC POLICE OFFICER TRAINING ACADEMY ENTRANCE

Prior to entering a Basic Police Officer Training (BPOT) program the student must demonstrate a minimum fitness level as measured by the following battery of five tests. These tests are based upon the 40th and 60th percentile as established by the Cooper Institute Law Enforcement Fitness Norms (validation studies performed by Tom Collingwood, Ph.D.). A standard protocol is explained for each test. Each student will be tested TWO WEEKS prior to the first day of the training program. Those students who do not meet the minimum standard in all tested categories will be dismissed and rescheduled for a subsequent academy.

should be cautioned about not sitting or standing stationary after the run to prevent venous pooling. They should be instructed to walk at least an additional five minutes to enhance venous return to aid and assist in recovery.

5. The student should remember to properly stretch before and after each exercise to prevent any injuries.

Muscular Endurance
1 minute maximum number of sit-ups

31 repetitions

1. The student starts by lying on their back, knees bent, heels flat on the floor, fingers interlaced and placed behind the head.
2. Partner holds the feet down firmly.
3. In the up position, the student should touch the elbows to knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position. No rocking hips. If fingers become unlaced, adjustment must be made in the up position

Upper Body Strength
1 minute maximum number of push-ups

29 repetitions

1. The hands are placed about shoulder width apart. The administrator or partner places a fist on the floor below the student's chest at the midpoint of the sternum (unless a male is testing a female).
2. Starting from the up position (elbows fully extended), the student must keep the back straight at all times (no swayback or elevated hips) and lower their body to the floor until the chest touches the administrator's fist. Student then returns to the up position. Any resting should be done in the up position.
3. Modified push-ups are no longer optional for female applicants. All applicants are required to perform standard push-ups as described in 1. and 2. Above.

Tests are not required to be administered in the order listed.

All entrance times are set by the NMLEA Director as mandated by 10.29.9.8.A NMAC

Aerobic Power
1.5 Mile Run.

15:20 (minutes:seconds)

Anaerobic Power
300 Meter Run

65.4 seconds

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles and 300 meters; testing forms to record data.

1. The student should refrain from smoking, chewing tobacco, caffeinated drinks, energy aides, or eating for two hours preceding the test.
2. Allow adequate time prior to the test for stretching and proper warm-up exercises.
3. During the administration of the test, the students will be informed of their lap times. If several students run at once, their individual times at the finish will be called out and recorded later.
4. An important consideration at the end of the runs is the "cool down" period. The students