



## Job Description

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<b>TITLE:</b> Sergeant - Patrol	<b>JOB CODE:</b> 6020
<b>DEPARTMENT:</b> Sheriff's Office	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Law Enforcement
<b>UPDATED:</b> March 29, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision, monitors and supervises assigned shift; performs a variety of supervisory, administrative and law enforcement duties; provides safety and security to citizens within the community through the patrolling of assigned areas, enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and response to calls for assistance; ensures all activities comply with established laws, regulations and standards.

**Reporting Relationship:** Patrol Sergeants report to the Shift Patrol Lieutenant.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises operations and staff on a designated shift; plans, assigns and directs the activities of deputies on that shift; counsels, coaches, trains and instructs employees as required; ensures that policies, procedures and programs are implemented in accordance with Sheriff's directives and State laws.
- Administers and makes recommendations on routine personnel matters related to subordinates; participates in recruiting, hiring, training, scheduling, appraising and disciplining staff.
- Reviews and approves incident reports; ensures they are complete and accurate; utilizes computer software to enter, store and retrieve information.
- Performs patrol and investigative duties as necessary; enforces local, state and federal laws and regulations, policies and procedures.
- Supervises and assists deputies patrolling assigned areas to enforce laws, investigate crimes, and arrest violators; drives vehicle through assigned area, observing traffic violations and issuing citations.
- Responds to non-routine and extraordinary situations; responds to calls of criminal activity and accidents; restores peace; conducts interviews, collects evidence, interrogates suspects, makes arrests, prepares reports and testifies in court.
- Prepares reports of criminal activity and civil disturbances including traffic accidents as needed.
- Investigates illegal or suspicious activities of persons, quells disturbances, and arrests law violators; locates and takes persons into custody on arrest warrants.
- Exercises discretion and common sense in an effort to uphold department standards of community oriented policing.
- Searches and assists in locating missing persons or bodies.
- Responds to assist other agencies and departments for backup and security.
- Accepts and investigates complaints from the public.
- Contributes to the operations of the FTO program.
- Insures the operational success of the Patrol function.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.

## Job Description

### Sergeant

- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in making decisions in emergency and crisis situations.
- Skill in effectively communicating both orally and in writing.
- Skill in operating motor vehicles during emergency, high-risk pursuit situations.
- Skill in operating a personal computer and software applications.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

### Education and Experience

- High school diploma or GED Equivalent and five (5) years law enforcement experience.
- State of New Mexico Law Enforcement Academy certification.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving police vehicle; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes: patrol vehicles; firearms; impact baton; radios; cameras; radar units; pepper spray; drug and chemical analysis kits; and computerized and conventional office equipment.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_