



Job Description

TITLE: Corporal – Patrol	JOB CODE: 6025
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: October 11, 2016	FLSA CLASS: Law Enforcement
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, the Corporal 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. Supervises and trains assigned deputies during Field Training Evaluation Program (FTEP). Assists shift supervisor ensuring all activities comply with established laws, regulations and standards. Acting shift supervisor when directed or in the absence of a sergeant or lieutenant.

Reporting Relationship: Corporals report to the assigned Shift Patrol Sergeant.

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 and trains deputies assigned to Field Training Evaluation Program (FTEP); teaches application of basic police academy instruction; instructs on Sheriff's Office policies, procedures, and philosophy; evaluates and documents trainee performance, makes recommendations on trainee advancement, improvement plans and termination.
- Assists division/shift supervisor with supervisory duties; ensures that policies, procedures and programs are implemented in accordance with Sheriff's directives and State laws, assists with coaching, training, and instructing employees as required.
- Acts as shift supervisor in limited circumstances/situations. Takes command of street level incidents when required.
- Enforces local and state and regulations, policies and procedures.
- Patrols assigned area 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.
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents.
- Performs traffic enforcement; investigates traffic accidents and driving under the Influence (DUI) cases, and completes related reports.
- Prepares reports of criminal activity and civil disturbances including traffic accidents.
- Investigates illegal or suspicious activities of persons, quells disturbances, and arrests law violators; locates and takes persons into custody on arrest warrants.
- Conducts neighborhood watch meetings; handles walk-in citizen reports; provides fingerprinting services.
- Works with educators to deter criminal activity by students.
- Transports or escorts prisoners between courtrooms, prison, and medical facilities; serves subpoenas and summonses and keeps record of dispositions; keeps order in courtroom as needed.
- 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.
- Assists division/shift supervisors in ensuring the operational success of the patrol function.
- Performs other related duties as assigned.

Job Description

Corporal –

Required Knowledge and Skills:

- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of County, State and federal laws, regulations and ordinances.
- Knowledge of supervisory principles, practices and methods of F.T.E.P.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- Skill in coaching, mentoring and development of deputies.
- 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.
- State of New Mexico Law Enforcement Academy certification.
- Three years of law enforcement experience, and off probation with the Sheriff's Office.
- 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 rotation 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 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:
