



Job Description

TITLE: Deputy Sheriff - Patrol	JOB CODE: 6045
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Law Enforcement
UPDATED: November 9, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, 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, response to calls for assistance and prosecution of cases.

Reporting Relationship: Deputy Sheriff – Patrol reports to the 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.*

- Enforces local and state laws and regulations.
- 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.
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents.
- Performs traffic enforcement enforces driving under the influence (DUI) violations and completes related reports.
- Prepares reports of traffic accidents, criminal activity, and civil disturbances; conducts follow-up investigation as required.
- Investigates illegal or suspicious activities of persons, quells disturbances, and arrests law violators; locates and takes persons into custody on arrest warrants.
- Receives and manages court subpoenas and documents; responds to court and other interviews as required; collaborates with the District Attorney's Office regarding case preparation; and prepares for and testifies in court hearings and proceedings.
- 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 to uphold department standards of community-oriented policing.
- Searches and assists in locating missing persons or bodies.
- Responds to assist other deputies, agencies, and departments for backup and security.
- Attends all assigned training required by the agency to maintain law enforcement certification and advance skills and knowledge.
- 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.
- Knowledge of County, state and federal laws, regulations and ordinances.

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- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- 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 routine, emergency, and 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 general education degree (GED).
- State of New Mexico Law Enforcement Academy certification (obtained within one-year of employment).
- Successful completion of Sheriff's Office Field Training & Evaluation Program.
- Valid State of New Mexico Driver's license.

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:** _____