



## Job Description

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<b>TITLE:</b>	<b>Deputy Sheriff - SJCCJTA Instructor</b>	<b>JOB CODE:</b>	6046
<b>DEPARTMENT:</b>	Sheriff's Office	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	February 7, 2013	<b>UPDATED:</b>	August 31, 2020

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**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, and response to calls for assistance. Ensure and fulfill the responsibilities of lead instructor at the San Juan County Criminal Justice Training Authority.

**Reporting Relationship:** Deputy Sheriff – SJCCJTA Instructor reports to the Training 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, state and federal laws and regulations, policies and procedures.
- Responds to non-routine and extraordinary situations; responds to calls of criminal activity and accidents; restores peace as needed.
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents as needed.
- Performs traffic enforcement; investigates traffic accidents and driving under the influence (DUI) cases and completes related reports as needed.
- 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.
- Primarily responsible for carrying out the duties and functions according to San Juan County Criminal Justice Training Authority's lead instructor job description, subject to SJCCJTA standards and procedures.
- Prepares and presents lesson plans; coordinates the Basic Training Academy.
- Prepares and forwards periodic performance evaluations on cadets to FTEP supervisor.
- Communicates with the FTEP supervisor to aid in the field training program.
- Coordinates off-site training; plans and develops in-service training programs; ensures training meets all State standards.
- 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 traffic codes.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.

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- Knowledge of adult learning techniques and teaching methods.
- 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 general education degree (GED) and three (3) months related experience and/or training.
- State of New Mexico Law Enforcement Academy certification.
- General police level instructor 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.
- 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:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____