



Job Description

TITLE: Behavioral Health Deputy – Deputy Sheriff (<i>Grant funded</i>)	JOB CODE: 6049
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: October 5, 2020	FLSA CLASS: Law Enforcement
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, manages day-to-day operations and proactive contacts of agency generated crisis intervention referrals. Coordinates with San Juan County's Behavioral Health Services Director to provide law enforcement responsibilities of progressive initiatives to deal with local mental health/substance abuse issues within our community. Serves as agency liaison with other agencies and entities in the realm of mental health and substance abuse.

Reporting Relationship: The Behavioral Health Deputy reports to the Lieutenant for Crisis Intervention.

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.*

- Assist with management of the CIT (Crisis Intervention Training) database and perform computer related tasks to ensure the database contains current information for consumers documented in the database.
- Management of CIT referrals in a timely manner to ensure proper attention, care, and resources are available as needed.
- Coordinate with San Juan County's Behavioral Health Services Director to provide law enforcement responsibilities of progressive initiatives to deal with local mental health and substance abuse issues within our community.
- Perform follow-up CIT visits and investigations both proactively and as assigned by the CIT Sergeant or Lieutenant.
- Proactively address CIT issues, to include coordination with the DA's Office for legal options in fitting situations.
- Serve as a liaison with other law enforcement agencies, District Attorney's Office, probation and parole officers, community groups, mental health professionals and others that have an interest in Crisis Intervention and developing methods of assisting those suffering from mental illness and/or substance abuse to avoid costly emergency or legal services.
- Stay current on methods, ideals, and best practices in the realm of Crisis Intervention.
- Instruct and assist with state mandated mental health training, advanced in-house trainings, and monthly Crisis Intervention Training.
- Collaborate with behavioral health agencies, providers, and community members to address local issues related to mental health and/or substance abuse.
- Enforce local and state laws and arrest violators.
- Prepare reports documenting criminal activity and information gained, pertinent for permanent record.
- Respond to assist other agencies and officers for backup and security on major or volatile calls for service.
- Perform 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 and state laws, regulations, and ordinances.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of laws and principles relevant to behavioral health, crisis services, substance abuse treatment programs, chemical dependency, enforcement incarceration, and community health; including prevention and court programs/

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- Knowledge of social services resources including their programs and eligibility requirements.
- Knowledge of the laws and regulations related to drug and alcohol violations and treatment.
- 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 reading and interpreting technical materials, laws and regulations.
- Skill in effectively presenting to small groups and in responding to questions.
- Skill in preparing routine reports and correspondence.
- Skill in effectively communicating orally and in writing, as well as de-escalating subjects in crisis.
- 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.
- 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, occasional on-call, and overtime. Rotating shifts and 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:** _____