

JOB POSTING

The Village of Milan, NM is accepting applications for the following position:

POLICE DETECTIVE

Department: Milan Police Department

Reports to: Chief Carl Ustupski

FLSA: Hourly

Full Time, Permanent

Starting pay: DOE

MINIMUM QUALIFICATIONS:

1. **Education.** High School Diploma or GED is required.
2. **Experience.** Minimum of two (2) years' service as a certified Police Officer at the time of examination (service time not restricted to Milan Police Department) and must have completed one-year probationary period if a current Village employee. Both external and internal applicants will be considered for the position and as set forth by the qualifications in the job description.
3. **Education/Experience substitution.** None
4. **Licenses/Certifications.** Valid N.M driver's license and New Mexico Law Enforcement Certification. Completion of a Detective/Criminal Investigation Course at the time of application.
5. **Other** (e.g., post-offer medical exam, background check, driver's license record, etc.)
6. **Bilingual in English and Spanish, preferred.**

Applicant must submit the following to be considered:

1. Letter of Interest
2. Resume
3. Village of Milan application

Applications will be accepted until position is filled. Applications will be accepted online only @ villageofmilan.com.

A complete job description is available on the Village website: www.villageofmilan.com



VILLAGE OF MILAN POLICE DETECTIVE

JOB DESCRIPTION

Department: Village of Milan Police Department

Reports To: Chief of Police or as assigned

Approved Date: March 16, 2023

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY:

Protects life and property, prevents and investigates crimes, apprehends criminals, enforces laws and ordinances, leads the work of Police Officers, brief department members on case status, cultivate informants, present cases to the District Attorney's Office and the Grand jury, and testify in court.

ESSENTIAL DUTIES:

Investigates criminal acts such as homicides, sexual assaults, armed robberies, child abuse, home invasions, other crimes against persons, and property crimes such as burglaries and criminal damage to property. Tasks include, but are not limited to:

1. Collect and use forensic evidence to solve crimes. Interview informants, suspects, and witnesses to ascertain alibis, clues, time frames, and possible suspects.
2. At times, the Detective will participate on covert operations and will draft and execute search warrants. Calls upon and directs field officers when such action is not in direct conflict with officer's supervisor. Keeps abreast of any areas of criminal investigation and increases his/her knowledge of subjects pertaining to his/her position at every opportunity.
3. The function of a Detective is to supplement the efforts of the Patrol division by ensuring follow-up investigations of criminal offenses are conducted by a trained Detective.
4. The Detective's responsibility begins when the Patrol Officer has reached a point in the Preliminary investigation when he/she can no longer continue because of time, area; workload or specialized skills are needed. Detectives are responsible to direct all activities of departmental personnel involved in an investigation at the scene of crime.
5. The Detectives' responsibility is to ensure that criminal offenses are thoroughly investigated and that the offenses are promptly and efficiently presented to District



Attorney's Office. Detectives will establish ties with assisting agencies and a network of trust in aiding in criminal investigations.

6. Detectives are subject to callouts and will need to be available. There will be times that you will be called away from home and loved ones for varying periods of time. You will work weekends, nights and holidays when called upon. Detectives will need to maintain a professional appearance at all times.
7. May patrol designated areas as assigned in a radio equipped unit, to preserve law and order; enforce traffic and other laws and ordinance; apprehends suspects; searches, inspects, transports, and takes custody of prisoners; advises subjects of their rights.
8. Secures crimes scene; conducts investigations, identifies and instructs witnesses, gathers information, and prepares detailed reports; investigates suspicious conditions; conducts primary investigations of attempted or committed crimes; prepares investigative reports; prepares misdemeanor and felony cases for proper action; interviews witnesses; appears in court to present evidence, prosecute and testify on behalf of the city or state; maintains professional demeanor in the courtroom; ensures that evidence is properly secured, stored and readily retrievable.
9. Duties are performed under administrative directive with considerable latitude and responsibility for independent decision –making. Will follow the orders set forth by the department and assisting agencies in the complex investigation of felonies and major crimes affecting the community to which you serve.
10. under the direction of the Lieutenant and Chief of Police and assists as requested.
11. May assist on patrol duties as needed and other job-related matters as assigned.

ADDITIONAL DUTIES:

Must be willing to work shift work and overtime.

MINIMUM QUALIFICATIONS:

- A. **Education.** High School Diploma or GED is required.
- B. **Experience.** Minimum of two (2) years' service as a certified Police Officer at the time of examination (service time not restricted to Milan Police Department) and must have completed one-year probationary period if a Village Employee. Dependent on the needs of the Police Department, both external and/or internal applicants may be considered for the position and as set forth by the qualifications in the job description.
- C. **Education/Experience substitution.** None
- D. **Licenses/Certifications.** Valid N.M driver's license and New Mexico Law Enforcement Certification. Completion of a Detective/Criminal Investigator course at time of application.
- E. **Other** (e.g., post-offer medical exam, background check, driver's license record, etc.)



KNOWLEDGE/SKILLS

Thorough knowledge in interviews and interrogations, knowledge of geography, street system and routes of the Village; of traffic codes; of personal safety procedures; of principles of aid; of operation of equipment; of criminal codes; of department policies and procedures; and of Village ordinances and the laws of the State of New Mexico.

Qualified to operate police vehicle, firearms, and other assigned equipment; to evaluate and determine appropriate action in emergency situations; to communicate effectively; to remain calm under stressful situations and to be courteous, loyal and possess high moral standards and integrity.

Ability to conduct interviews and interrogations proficiently.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to work long hours with minimal sleep, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, reach with hands and arms, and sit, talk or hear.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties performed inside and outside under variable conditions. Routinely exposed to possibility of bodily harm, requires arduous physical exertion under a variety of conditions. Work is performed in the field as well as an office environment. Outdoor work is required when conducting investigations. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Job Descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed with the job.

Employee's Signature: The following signature indicates that the Employee has read and understood the terms of this position description as of the date of signature:



Signed: _____ Date: _____
Employee

Village Manager's Signature: The following signature indicates that the Village Manager has approved this position description as of the date of signature:

Signed: _____ Date: _____
Village Manager