

**JOB OPENING**

**VILLAGE OF MILAN**

**JOB POSITION : POLICE OFFICER - ENTRY LEVEL**

**NUMBER OF VACANCIES: 1+**

**DEPARTMENT: Police**

**WORK LOCATION: Milan Police Department**

**HIRING RANGE: per Village pay scale**

**DAYS WORKED: Varied**

**HOURS WORKED: Varied**

**TYPE OF POSITION: Regular, Full-Time, Shift**

**POSITION CLOSES: Until filled**

**JOB DUTIES**

*All appropriate certifications MUST be uploaded with Application.*

*Applicants will be classified as entry level if they are required to attend a police academy to become a certified law enforcement officer.*

**ESSENTIAL DUTIES**

Required to perform uniformed shift work which may include days, evenings, and nights including weekends and holidays.

Works on performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone to respond to police matters.

Carries out duties in conformance with Federal, State, County, and Village laws and ordinances.

Patrols Village streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations; and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests or cites violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports such as offense/incidents, field interrogation cards, DWI, towed vehicle, and accident reports.

Undertakes community-oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, drug abuse, traffic, and bicycle safety, etc.

Participates in investigating criminal law violations occurring within the Village limits, obtaining evidence, and compiling information regarding these crimes, preparing cases for filing charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conduction patrol activities.

Coordinates activities with other officers or other Village departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Village Attorney or District Attorney's Office regarding cases, policies and procedures as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about department activities.

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the public.

Operates a motor vehicle to carry out the business of the department and the Village.

Attendance at work is an essential function of this position.

## **NON-ESSENTIAL DUTIES**

Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.

Maintains departmental equipment, supplies and facilities.

Maintains contact with public, court officials, and other Village officials in the performance of police operating activities.

May serve as a member of various employee committees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **QUALIFICATIONS**

This position is subject to the Village of Milan's Drug and Alcohol Testing Policy which includes, pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

### **Extensive background checks required.**

Must be 18 years or older by the time the academy is completed.

Must have ability to become a certified law enforcement officer in the State of New Mexico within one year.

Must be able to successfully pass physical fitness tests required for law enforcement certification in the State of New Mexico.

Must possess, or be able to obtain by time of hire, a valid driver's license with acceptable driving record for past three years.

Must be a United States Citizen.

### **Felony convictions and disqualifying criminal histories are not allowed.**

**Must not have used any illegal drugs within the past three years apart from marijuana. Marijuana use will be evaluated on a case-by-case basis during a background investigation.**

Must be able to read and write the English language.

**Must be of good moral character and of temperate and industrious habits.**

Must have a high school diploma or GED equivalent.

Ability to learn the applicable laws, ordinances and department rules and regulations.

Ability to perform work requiring good physical condition.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to follow verbal and written instructions.

Ability to learn the Village's geography.

## **TOOLS AND EQUIPMENT USED**

Ability to operate a police car, police radio, handgun and other weapons as required, straight baton, handcuffs, breathalyzer, cell phone, in-car video camera, body-worn camera, first aid equipment and chemical agent. Extensive use of computers for dispatching, reporting, and communicating is required.

## **PHYSICAL DEMANDS**

The employee is required to perform uniformed shift work which may include days, evenings, and nights including weekends and holidays.

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.

Must be able to frequently lift and/or move heavy objects or persons. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

Must be able to sit, stand, talk, and hear. Must be able to use hands and fingers to feel objects or controls. Must be able to climb or balance, stoop, kneel, crouch, crawl, run and physically subdue combative subjects.

## **REQUIRED EXAMINATIONS**

Written exam; oral board interview; psychological examinations (both written and oral); medical examination; physical agility testing; and extensive background investigation.

## **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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is moderate.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F/D/V.**