

# CADET JOB DESCRIPTION

**Sierra County** 2017-001

Position: Cadet

Department: Sheriff's Department

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding overtime and compensatory time. Must be pre-approved by the Sheriff.

Holiday Pay: See Sierra County Personnel Policy, Ordinance 16-009 regarding holiday pay

Probationary Period: Employee, beginning on the first day of work, shall serve a twelve (12) month probationary period, during which time the employee may be dismissed without cause. Employee, not certified prior to hiring, will remain probationary until twelve (12) months after obtaining their law enforcement certification, unless otherwise terminated pursuant to the terms of this policy, during which time the employee may be dismissed, without cause.

F.L.S.A. Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 16-009

Reports to: First Line Supervisor

## **Job Summary:**

To participate in a formal training program covering general law enforcement topics. The Sheriff Cadet position is utilized only for Sheriff Personnel participating in a law enforcement training academy. This position is distinguished from Deputy Sheriff in that the Sheriff Cadet is not a peace officer and does not perform regular law enforcement duties.

## **Examples of duties:**

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position with County Manager approval. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

## **Essential Function:**

Attends the academy, which includes classroom study and examinations in communications, criminal investigations, custody procedures, force and weaponry, law, laws of evidence, patrol procedures, physical fitness and defense techniques, policy community relations, professional orientation, traffic and vehicle operations and related subjects.

## **Knowledge, skills and abilities:**

Knowledge of:

- Basic Math
- County customer service objectives and strategies
- Telephone, office, and on line etiquette
- Current technology and trends in the profession

**Skills and Abilities to:**

- Write clearly and concisely with technical accuracy in English
- Read and interpret complex technical documents in English
- Verbally communicate, in English, with people from various education and socio-economic backgrounds.
- Compute mathematical data, including addition, subtraction, multiplication, division and percentages with and without a calculator.
- Interpret normal or challenging situations and undertake the appropriate course of action
- Comprehend and retain factual information pertaining to laws, statutes and policies, and accurately apply what is learned.
- Exercise tact, self-restraint, judgment and strategy in dealing with a variety of people
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Treat county employees, representatives of outside agencies and members of the public with courtesy and respect.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds, and function calmly in situations which require a high degree of sensitivity, tact and diplomacy.

**Education and/or Experience:**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Required education and experience:

1. U.S. citizenship
2. Must be 21 years of age at time of hire.
3. High School graduate; or G.E.D.

**Required Licenses, certifications or Registrations**

Required licenses, certifications, and registrations must be maintained throughout employment in this class.

**License:**

Must possess a valid New Mexico Class C driver's license, which must be maintained throughout employment in this class, is required at the time of appointment. Employees in this class may be required to use their own vehicle.

**Certification/Registration:**

None required.

**Working Conditions:**

Individuals employed in this position must be willing to work all shifts at any Sheriff’s facility in the County of Sierra.

**Essential Physical Functions and Characteristics:**

They physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

- Be able to sit stand and work intermittently throughout the workday
- Be able to lift, carry, push and pull up to 25 pounds occasionally.
- Be able to work with arms extended and bent on a frequent basis.
- Be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
- Be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.
- Vision correctable to at least 20/30; glasses/hard lenses minimum 20/100 uncorrected – no minimum uncorrected visual acuity for soft lenses.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity and regency. Prior to employment, applicants will be subject to a thorough background investigation which may include a psychological, pre-employment physical, drug screen and truth verification or other examination or test.

**Probationary Period and Class History**

Incumbents hired to permanent positions in this classification shall serve a probationary period of twelve (12) months.

I have read this job description (or had it read to me) for Cadet and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlines. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in my job description. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and/or decrease. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Acknowledge and receipt of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (print name)

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Department Head

# DEPUTY JOB DESCRIPTION

Sierra County

Position Title:

Department:

Overtime Compensation:

Holiday Pay:

Probationary Period:

F.L.S.A.:

Reports to:

Job Summary:

2017-001

Deputy

Sheriff's Department

See Sierra County Personnel Policy, Ordinance No. 16-009 regarding overtime and compensatory time. Must be pre-approved by the Sheriff.  
See Sierra County Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

Employee must complete (12) month probationary period with satisfactory evaluation. Must become certified within one (1) year, if not already or if required to complete certification by waiver course. NMSA 1978, Section 29-7-6 (B) provides that "[a] person employed as a police officer by any law enforcement agency in this state shall forfeit his position unless, no later than twelve months after beginning his employment as a police officer, the person satisfies the qualifications for certification set forth in Subsection A of this section is awarded a certificate attesting to that fact."

Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 16-009

First Line Supervisor

Under the supervision of the County Sheriff, this position performs a wide range of skilled work in the operation of computing equipment and related machines. The position is responsible for efficient performance of required duties conforming to the rules, regulations and general orders contained herein. Duties shall consist of but are not limited to general police responsibilities necessary to the safety and good order of the community.

Identify criminal offenders and criminal activity and where appropriate, apprehend offenders and participate in subsequent court proceedings.  
Reduce the opportunities for the commission of crime through preventive patrol and other measures.  
Aid people who are in danger of physical harm.  
Facilitate the movement of vehicular and pedestrian traffic.  
Identify potentially serious law enforcement or governmental problems.  
Promote and preserve the peace.  
Provide emergency services,  
The Deputy position is non-supervisory. Deputy's duties are performed on an assigned shift under the general guidance of the sergeant.

MINIMUM QUALIFICATIONS:

Must possess a high school diploma or equivalent. Preference will be given to any applicant with a minimum of two (2) years college experience or a degree in Criminal Justice. Must possess a valid New Mexico driver's license. Must be familiar with the State Laws of New Mexico. Must have the ability to analyze data, develop and compose comprehensive reports and research. Must have the ability to communicate effectively in written and oral English. The ability to communicate in Spanish may receive preferential consideration with equal skills and abilities. Must be at least 21 years of age, a U.S. citizen, have no convictions of a crime involving moral turpitude or felonies.

Essential Duties:

Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders. Coordinates efforts with those of other member of the department so that teamwork may ensure continuity of purpose and achievement of police objectives. Communicates to superiors and to fellow officers all information obtained in the field, which is pertinent to the achievement of police objectives. Responds punctually to all assignments. Acquires and records information concerning events that have taken place since the last tour of duty. Record activity during tour of duty in the manner prescribed by proper authority. Maintains weapons and equipment in a functional, presentable condition. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Sheriff's Department and suggest other procedures to be

followed. Accountable for the securing, receipt and proper transporting of all evidence and property coming into custody. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance. Preserves the peace at public gatherings, neighborhood disputes and family quarrels. Serves or delivers warrant, summons, subpoenas and other official papers promptly and accurately when so directed by a superior officer. Confers with prosecutors and testifies in court. Accomplishes other general duties as they are assigned or become necessary. Performs other duties as may be assigned by the Sheriff. Cooperates with the efforts of other law enforcement agencies.

#### Work Environment:

Essential duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete or tile surfaces. Outside work will be exposed to dust and fumes, and normal outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

#### Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

Copier, vehicle, fax machine, telephone, computer, typewriter, general office supplies and equipment, overhead projectors, work processing software, presentation software, data base software, accounting software and adding machine.

#### Mental functions:

Must be able to use independent judgment in various situations and recommend appropriate action.

Must be able to set priorities and organize assigned tasks.

Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.

Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the Commission and the general public.

Must be able to work effectively with the public. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

#### Physical Functions:

Must be able to sit, stand and work intermittently throughout the workday.

Must be able to lift, carry, push and pull up to 25 pounds occasionally.

Must be able to work with arms extended and bent on a frequent basis.

Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.

Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

#### Specific duties and responsibilities, preventive patrol:

Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes: Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other

emergency services should be noted. Apprehending persons violating the law or wanted by the police. Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report. Preserving any serious crime scene until the sergeant or investigator arrives. Public assembly checks. Building security checks. Observing and interrogating suspicious persons. Issuing traffic citations. Being alert for and reporting fires. Reporting street light and traffic signals out of order, street hazards and any conditions that endanger public safety. Checking schools, parks and playgrounds. Responding to any public emergency. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records, data, which will aid in identification, apprehension and prosecution of offenders as well as the recovery of property. Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits. Responds to situations brought to the officers attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing police services. Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the sergeant or on call supervisor is on duty has issued authorization for a temporary absence. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.

#### Concerning a patrol vehicle:

See that it is well maintained mechanically and that it is kept clean both inside and out. Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures. Removes the keys whenever the patrol car is left unattended for any reason. Uses only vehicles assigned by the Sheriff. Operates the radio according to FCC regulations and current departmental procedures. Ensures that the assigned vehicle's gas tank is full before completion of each tour of duty. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use. Takes measures to direct the flow of traffic during periods of congestion. Notifies the sergeant or on call supervisor on duty if more than a temporary absence from regular duties is required.

#### Specific duties and responsibilities, traffic patrol:

Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic. Enforces the parking ordinances and motor vehicle laws in the patrol areas. Alert to traffic safety conditions, which may endanger or inconvenience the public and reports such conditions to the sergeant or on call supervisor. Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant or the on call supervisor at the earliest possible opportunity. Wears the prescribed traffic safety clothing and equipment.

#### Knowledge, skills and abilities:

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles, some knowledge of the fundamental principles of adolescent psychology; knowledge of policy investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to

establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

Education and experience:

High school degree or GED, valid New Mexico driver's license, and responsible work experience.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

I have read this job description (or had it read to me) for Sheriff's Deputy and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Acknowledge receipt of on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print Name)

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Department Head