

## **NEW MEXICO STATE POLICE JOB SPECIFICATIONS**

**CLASS TITLE – RECRUIT**

**SPEC# 9850**

### **DEFINITION**

Participates and performs in all areas of training to meet criteria to become a certified and commissioned officer of the New Mexico State Police division. Must pass all courses of instruction with a score of seventy (70%) or better, and must meet minimum qualifications in pursuit driving, firearms, defensive tactics as determined by the New Mexico State Police Division.

### **SUPERVISION AND GUIDELINES**

Under general supervision of all training staff to include duty sergeants and other commissioned personnel as assigned. Guidelines include those of patrolman or agent, but also involve adherence to New Mexico Law Enforcement Academy Board rules and Regulations and other requirements as mandated.

**EXAMPLES OF WORK PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

1. Must achieve and maintain a minimum level of physical fitness as established by Mexico State Police guidelines and pass the fitness minimums as established by the Law Enforcement Academy to enter the Academy. Will participate in daily physical fitness training throughout recruit school.
2. Required to attend all classes and pass each block or instruction with a minimum of seventy percent.(70%)
3. Required to develop good study habits, maintain adequate and legible notes, complete reading assignments and review material as required.
4. Must maintain a set standard in cleanliness and hygiene throughout duration of school as required by recruit school guidelines. This includes cleaning dorm room, classrooms, gym, hallways, polishing of leather equipment to include boots, and maintain a properly tailored ad pressed fatigue uniform.
5. Will develop proficiency with all departmental weapons and meet minimum requirements as established by the New Mexico State Police Division.
6. Become familiar with detection and apprehension of DWI offenders.

7. Learn to respond, investigate, and provide enforcement at all accident investigations
8. Develop understanding of criminal investigations and narcotic investigations, and the ability to conduct the investigations if necessary.
9. Training as a first responder at hazardous material incidents.
10. Be able to respond and mitigate domestic violence situations
11. Be able to provide assistance and first aid to the injured
12. Become familiar with all speed devices to include radar and stop watch.
13. Develop understanding of low and high risk traffic stops.
14. Training in latest techniques of “officer survival”.
15. Receive basic understanding of Motor Transportation Division laws and enforcement application.
16. Develop techniques in dealing with the public (verbal judo, officer/violator contract)
17. Understanding of various cultures through culture awareness training.
18. Learn basics of “survival Spanish”
19. Develop understanding of various functions of the Bureaus and Divisions within the Department of Public Safety.
20. Become familiar with the crime lab
21. Become exposed to para-military structure of the New Mexico state Police Division (chain of command, salutes, marching, etc.)
22. Prepare daily activity logs, intra-departmental correspondence and official documents of work activity.
23. Must be able to complete obstacle course within minimum required time, successfully pass the Law Enforcement Academy driving course, and pass the Police Officer Proficiency Exam (POPE) with the minimum score established by the New Mexico Law Enforcement Academy.

## **MINIMUM QUALIFICATIONS**

<b>CITIZENSHIP</b>	At the time of their appointment must be citizens of the United States.
<b>AGE</b>	At the time of their appointment; have reached twenty-one years of age.
<b>EDUCATION</b>	High School diploma or GED equivalent, and must have completed not less than sixty(60) hours of college credit; or have completed not less than thirty (30) hours of college and, no later than two(2) years following appointment, have completed not less than an additional (30) hours of college credit.
<b>CONDUCT</b>	Be of good moral character and not have been convicted of a felony or infamous crime in the courts of this state or other state or any country or in federal courts.
<b>HEALTH</b>	Must be in excellent health with no conditions which could restrict ability to perform the duties of a state police officer. Must pass a physical examination the New Mexico State Police may require.
<b>VISION</b>	Must be able to satisfactorily pass driving or shooting requirements with or without corrective lenses.
<b>REQUIREMENTS</b>	<ol style="list-style-type: none"><li>1. A person shall not be a commissioned member of the New Mexico State who is related by blood or marriage within the forth degree to a member of the Public Safety Advisory Commission.</li><li>2. Must be willing to accept assignment anywhere in the State of New Mexico.</li><li>3. No DWI convictions within the last thirty-six (36) months.</li><li>4. Participate, complete, and pass all phases of the selection process to include the entry level exam, physical agility test, polygraph exam, background investigation, oral interview, psychological exam, medical exam, and completing the recruit school to be certified and commissioned</li><li>5. A valid New Mexico driver's license required prior to appointment.</li></ol>

## **WORKING CONDITIONS**

Incumbents work is primarily in a classroom setting. Must complete obstacle course, work taught at shooting range and driving range. Training may be conducted at irregular hours, outdoors and in inclement weather.

**CLASS TITLE - PATROLMAN**

**SPEC#9873**

## **DEFINITION**

Performs law enforcement and investigative work to ensure compliance with traffic, motor carrier, narcotics and criminal laws and regulations, and acts as a source of first response to emergency and dangerous situations, crimes and accidents. Provides assistance to public as needed.

## **SUPERVISION AND GUIDELINES**

Under general supervision of a sergeant unless otherwise directed. Guidelines include Federal and State Laws, Control Substances Acts, New Mexico Motor Vehicle Laws, New Mexico Criminal Code, New Mexico Carrier Act, Federal Department of Transportation Regulations, New Mexico State Police Division, and Department of Public Safety Policies, Regulations, Directives, and Procedures.

**EXAMPLES OF WORK PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class)

1. Patrols an assigned area, providing assistance to motorist, issues traffic citations, to violators, patrol interdiction of controlled substances and criminal activity. Effects apprehension and arrest as necessary.
2. Responds to and investigates accidents, determines and interviews witnesses, writes accident reports
3. Performs routine/emergency road-blocks and sobriety checkpoints.
4. Provides first-aid and medical assistance to the injured
5. Directs and regulates traffic
6. Inspects motor carriers, vehicle equipment, vehicle registration, and driver's licenses for compliance with state laws and regulations and takes appropriate enforcement action.
7. Performs emergency medical supply/ blood relays.

8. As required by permit restrictions or safety of the general public, escorts oversize loads and /or hazardous loads as directed by the district commander.
9. Responds to and investigates crimes, establishes crimes scene perimeters, maintain proper handling and records of all seized property and evidence.
10. Prepares full and accurate crime or incident reports.
11. Cooperates with prosecuting attorney and/or courts relative to all traffic and criminal enforcement.
12. Serves as own prosecutor in most cases and select criminal cases.
13. Provides factual testimony and evidence in an impartial manner.
14. Serves Warrants
15. Transports prisoners
16. Provides enforcement and security at community functions.
17. Initiates search and rescue missions
18. First responder to hazardous materials incidents.
19. May act as emergency response officer.
20. Responds to domestic violence incidents
21. Presents talks, shows films and conducts traffic safety and crime prevention activities for schools, clubs, civic and industrial groups in order to promote traffic safety, crime prevention and community policing programs.
22. Recommends highway improvements to help reduce accidents and facilitate smooth traffic flow.
23. Writes and submits all necessary reports and records in accordance with state law and department policies.
24. Cooperates with and assists other law enforcement agencies.
25. May serve as law enforcement instructor; may conduct instruction in the classroom or in the field situations to law enforcement/civilian personnel.
26. May be assigned to work as a coach officer

27. May be assigned to conduct background investigations.
28. May act as specialty team member ( i.e., tactical team, explosive ordinance disposal, search and recovery team, emergency response team, etc.) in accordance with team/department operational guidelines.
29. May perform dignitary security
30. Performs other related work and duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The patrolman classification reflects uniformed officer law enforcement activities.

## **MINIMUM QUALIFICATIONS**

1. Graduate of the New Mexico State Police Recruit School, State Police Division of the Department of Public Safety. Must be certified from New Mexico Law Enforcement Academy and commissioned by the Chief.
2. Must complete 40 hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Intermediate I within three years  
Must possess Law Enforcement Academy Certification in Intermediate II within four years.  
Must possess Law Enforcement Academy Certification in Advanced I within five years. (Per requirement of Department of Public Safety Policy PRS:16:00)
4. General knowledge of the State and Federal narcotic and criminal code, of motor vehicle laws, and Department/Division Policies, Procedures, New Mexico geography and of radio operation.
5. Ability to participate in and coordinate investigations; ability to act quickly in emergencies; to assume leadership under stressful situations; to evaluate situations quickly and adopt effective course of action; to speak and write clearly and concisely; to establish and maintain effective working relationships with law enforcement personnel and general public.

## **WORKING CONDITIONS**

Incumbents continually work under dangerous circumstances; are exposed to life threatening situations, physical and mental stress, hazardous materials, Controlled substances, are required to work irregular hours, holidays weekends, outdoors and in inclement weather; incumbents must accept changes of geographic assignments

as required. Incumbents are constantly in and out of vehicle. May be required to perform duties as assigned in an aircraft or naval environment.

**CLASS TITLE – AGENT**

**SPEC# 9866**

**DEFINITION**

Performs law enforcement work in conducting investigations independently or in conjunction with city, state and/or federal law enforcement personnel. Gathering all necessary evidence to ensure the apprehension of suspects through the use of covert and overt investigative techniques. Prepare cases for prosecution.

**SUPERVISION AND GUIDELINES**

Under general supervision of a sergeant unless other wise directed. May be required to operate independently with direction in establishing work priorities. May act as lead agent on specific cases. Guidelines include New Mexico Criminal and civil code, control substance acts, federal codes, state and federal rules and regulations; state and federal court rulings; New Mexico State Police Division and Department of Public Safety policies, directives, regulations, procedures, and criminal investigative procedure manual; United States prosecution guidelines.

**EXAMPLES OF WORK PERFORMED** (any one position, may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class)

1. Answer calls for assistance
2. Responds to and investigates crimes, establishes crime scene perimeters, maintains proper handling and records of all seized property and evidence.
3. Manages case load and determines case priority and conducts necessary investigations
4. Interviews general public and informants concerning criminal activity.
5. Assist in the planning and participates in undercover operations necessary to obtain evidence and related intelligence data.
6. Manages and accounts for contingency funds.
7. Plans and participates in raids, property seizures, and arrest and interrogates suspects. Prepares necessary and accurate reports providing information on all aspects of investigations, raids, seizures, arrests to report disposition of a case or to document intelligence acquired.

8. Monitors investigations and recommends when to initiate major actions such as the purchase of evidence, searches and seizures, surveillance and arrest.
9. Prepares affidavit for search warrants. Plans execution of warrants to include briefings/debriefings, assignments, etc.
10. Coordinates with law enforcement agencies on investigative activities.
11. Initiates / conducts criminal activity forfeiture of money and property.
12. Provides technical assistance and guidance in investigation techniques to requesting law enforcement personnel and assist in report preparation.
13. Provides factual testimony and evidence in an impartial manner.
14. Frequently contacts other law enforcement agencies and state attorneys to gain knowledge of case priorities, procedures, information on criminal activity and to offer assistance.
15. Interviews with witnesses and reviews witness' testimony.
16. May serve as law enforcement instructor; may conduct instruction in the classroom or in field situations to law enforcement / civilian personnel.
17. Gives presentations to schools, clubs, and civic groups concerning criminal awareness.
18. May be assigned to provide dignitary security.
19. May be assigned to act as a coach officer.
20. May act as specialty team member, (i.e., tactical team, explosive ordinance disposal, search and recovery team, emergency response team, etc) in accordance with team/department operational guidelines.
21. Examine and analyze documents, reports, motor vehicle records, tax records, public records, and other data available in order to detect and solve crimes, prepare and submit reports, locate persons, or apprehend wanted persons.
22. Issues non-traffic citations, applies for and executes search warrants; and serves legal documents as required by law.
23. Consult with, and assist with other city, county, and state law enforcement personnel to enforce the laws of the State of New Mexico.
24. Performs related work and duties as assigned.



## **DISTINGUISHING CHARACTERISTICS**

### **The Agent**

1. Criminal – assignment reflects criminal investigative law enforcement activities.
2. Narcotics – Assignment reflects narcotics investigative law enforcement activities.

## **MINIMUM QUALIFICATIONS**

1. Graduate of the New Mexico State Police Recruit School, State Police Division of the Department of Public Safety. Must be certified from New Mexico Law Enforcement Academy and commissioned by the Chief. Must have served two years as a uniformed officer and have completed probationary period.
2. Must complete forty (40) hours on in-service training in a twenty-four (24) month period in areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Intermediate I within three years. Must possess Law Enforcement Academy Certification in Intermediate II within four years of commission. Must possess Law enforcement Academy Certification in Advanced I within five years of commission. (Per requirement of Department of Public Safety Policy PRS:16:00)
4. Knowledge of investigation and apprehension techniques; laws of arrest and legal rights of citizens; law enforcement agencies throughout the state; and of record keeping techniques.
5. Ability to participate in and coordinate investigations; operate technical electronic equipment; act quickly in emergencies; assume leadership under stressful situations; speak and write clearly and concisely; and to establish and maintain effective working relationships with law enforcement personnel and the general public.

## **WORKING CONDITIONS**

Incumbents continually work under dangerous circumstances; are exposed to life threatening situations, physical and mental stress, hazardous materials, and controlled substances ; are required to work irregular hours, holidays, weekends, outdoors and in inclement weather; must accept changes of geographic assignments as required. Maybe required to perform duties as assigned in an aircraft or naval environment.

**DEFINITION**

Performs law enforcement and investigative work to ensure compliance with traffic, motor carrier, narcotics and criminal laws and regulates; and acts as a source of first response to emergency and dangerous situations, crimes and accidents. Provides assistance to the public as needed.

Operates fixed wing aircraft and/or the helicopter to successfully accomplish missions assigned by the Special Operations Bureau Commander or other Supervisor.

**SUPERVISION AND GUIDELINES**

Under the combined direction of the Special Operations Bureau commander or other Supervisor in duties pertaining to operation of aircraft. Under general supervision of a sergeant unless otherwise directed.

Guidelines include Federal and State laws, Controlled Substance Acts, New Mexico motor vehicle laws, New Mexico Criminal Code, New Mexico Carrier Act, Federal Department of Transportation regulations, New Mexico State Police Division and Department of Public Safety policies, Regulations, Directives and Procedures.

**AVIATION JOB SKILL GUIDELINES PROVIDED BY (BUT NOT LIMITED TO)**

1. Department of Public Safety Policy and Procedures
2. New Mexico State Police policies, regulations, directives, and procedures
3. Federal laws
4. Federal aviation regulations
5. National Transportation Safety Board Regulations
6. State motor vehicle laws
7. State criminal code
8. Aircraft Section Operating manual
9. Aircraft Plots Operating Handbook

**EXAMPLES OF WORK PERFORMED** (any one position may not include all the duties listed not do the listed examples include all the duties which may be found in positions of this class)

1. Pilots aircraft for
  - a. Search and Rescue operations
  - b. Narcotics related reconnaissance, surveillance and Interdiction
  - c. Medical evacuation and transportation
  - d. Airborne Motor Vehicle Law enforcement
  - e. Personal Transport
  - f. Recurrent Training
  - g. Pre and Post maintenance test flights
  - h. airborne communications support
  - i. other missions as assigned/approved.
2. Patrols and assigned area, providing assistance to motorists, issues, traffic citations to violators, patrol interdiction of controlled substances and criminal activity. Effects apprehension and arrest as necessary.
3. Responds to and investigates accidents, determines and interviews witnesses and writes accident reports.
4. Performs routine/emergency road-blocks and sobriety check points.
5. Provide first aid and medical assistance to the injured.
6. Direct and regulated traffic
7. Inspects motor carriers, vehicle equipment, vehicle registrations and driver's licenses for compliance with state laws and regulations and takes appropriate enforcement action.
8. Performs emergency medical supply/blood relays
9. As required by permit restrictions or safety of the general public, escorts oversized loads, and/or hazardous loads as directed by district commander or other supervisor.
10. Responds to and investigates crimes, establishes crime scene perimeters, maintains proper handling and records of all seized property and evidence.
11. Prepares full and accurate crime or incident reports.
12. Cooperates with prosecuting attorney and/or courts relative to all traffic and criminal enforcement.
13. Serves as own prosecutor in most traffic cases and select criminal cases.

14. Provides factual testimony and evidence in an impartial manner.
15. Serves warrants
16. Transports prisoners
17. Provides enforcement and security at community functions
18. Initiates Search and Rescue missions
19. Acts as first responder to hazardous material incidents
20. May act as emergency response officer
21. Response to domestic violence incidents.
22. Presents talks, shows films, and conducts traffic safety and crime prevention activities for schools, clubs, and industrial groups in order to promote traffic safety and crime prevention.
23. Recommends highway improvements to help reduce accidents and facilitate smooth traffic flow.
24. Writes and submits all necessary reports and records in accordance with state law and department policies.
25. Cooperated with and assists other law enforcement agencies.
26. May serve as law enforcement instructor; may conduct instruction in the classroom or in field situations to law enforcement/civilian personnel.
27. May be assigned to act as a coach officer
28. May be assigned to conduct background investigations.
29. May act as a specialty team member (i.e., tactical team, explosive ordinance disposal, search and recovery team, emergency response team, etc.) in accordance with team and department guidelines.
30. May provide dignity security
31. Performs other related work and duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The patrolman/pilot classification reflects uniformed officer law enforcement activities. Operates fixed wing aircraft and/or helicopter to successfully accomplish missions assigned by the special Operations Bureau Commander or Other supervisor.

## **MINIMUM QUALIFICATIONS**

1. Graduate of the New Mexico State Police recruit School, State Police Division of the Department of Public Safety. Must be certified from New Mexico Law Enforcement Academy and commissioned by the chief.
2. Must complete forty (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Intermediate I within three years. Must possess Law Enforcement Academy Certification in Intermediate II within four years of commission. Must possess Law enforcement Academy Certification in Advanced I within five years of commission. (Per requirement of Department of Public Safety Policy PRS:16:00)
4. Possess a Commercials Pilot Certificate, Airplane single or multiple-engine land, and/or rotary helicopter.
5. Possess and instrument rating
6. Possess a Federal Communications Restricted Radio Telephone Operators permit.
7. Possess and be able to maintain a current Federal Aviation Administration, First Class Medical Certificate, issues by a Federal Aviation Administration certified physician.
8. Able to meet any restrictions issued by the insurance carrier.
9. Good knowledge of:
  - a. Aircraft and equipment operations
  - b. Federal Aviation Regulations.
  - c. The Airman's Information manual
  - d. Aircraft Maintenance requirements
  - e. Record-keeping and reporting
  - f. Hazardous materials handling and transportation.
  - g. Supreme Court decisions relevant to aerial surveillance.
10. General knowledge of the State and Federal narcotics and criminal code, of motor vehicle laws, of department/division policies, procedures, directives, and of the New Mexico Geography and two-way radio operation.

11. Ability to consistently fly fixed-wing and/or helicopter aircraft at the commercial pilot skill level.
12. Ability to participate in and coordinate investigations; ability to act quickly in emergencies; to assume leadership under stressful situations; to evaluate conditions quickly then adopt effective courses of action; to speak and write clearly and concisely; to establish and maintain effective working relationships with law enforcement personnel and the general public.

## **WORKING CONDITIONS**

Incumbents operate in an environment that requires constant attention to fine details and continuous assessment of existing conditions to ensure safe and successful completion of the mission .

During search and rescue and surveillance operations, physical and mental stress is at a particularly high level due to the requirement to control the aircraft simultaneously verbally communicate with the aircraft observer, ground observers air traffic control facilities and other aircraft.

Additionally the pilot may be required to perform these tasks for extended periods of time or during weekends or holidays and in inclement weather, Pilots are also tasked with the obligation to fulfill mandatory rapid response requirement and accept assignment to twenty-four hour on-call schedules.

Patrol duties require continual work under dangerous circumstances; exposure to life threatening situations; physical and mental stress, hazardous materials, controlled substances; irregular hours' holidays' weekends' outdoors and inclement weather; incumbents must accept changes of geographical assignments as required. Incumbents are constantly in and out of vehicles, May be required to perform duties as assigned in the naval environment.

**CLASS TITLE – SERGEANT**

**SPEC # 9871**

## **DEFINITION**

Directs and supervises uniform patrolman, agents, pilots, and civilians as assigned in district/sub-district/bureau or section. Responsible for administrative and operational duties of a sub-district or unit.

## **SUPERVISION AND GUIDELINES**

Under general supervision of a lieutenant unless otherwise directed, exercises supervision over patrolman/agents/pilots and /or civilian staff. Guidelines include New Mexico Statutes, federal Statutes, State personnel rules and Regulations and other acts and laws

applicable. New Mexico State Police division and Department of Public Safety, Policies, Regulations, Directives and Procedures.

**EXAMPLES OF WORK PERFORMED** (any one position may not be included all of the duties listed nor do the listed examples include all duties which may be found in positions of this class)

1. Plan enforcement activities for patrolman/agents/pilots to maintain consistent enforcement efforts according to Policy and Procedures.
2. Enforces compliance with Department of Public Safety Policies that pertain to duty, conduct, and appearance of all assigned personnel and shall conduct periodic impromptu inspections and reviews.
3. Reviews quantity and quality of work performed by each assigned employee and provides additional instruction where needed.
4. Acquires/maintains knowledge of assigned area, including traffic flow, accident statistics, and highway conditions.
5. Prepares work schedules and duty rosters for the assigned employees and authorizes sick leave according to the guidelines set forth by the commander and /or Department of Public Safety policies.
6. Guides and assists assigned patrolman/agents/pilots in criminal/narcotics investigations and in the preparation of court cases.
7. May act as a specialty team member (i.e., tactical team, explosive ordinance disposal, search and recovery team, emergency response team, etc.) in accordance with team and department guidelines.
8. May assume command of bureaus/district/sub-district/section in the absence of the commander or assistant commander.
9. May serve as training officer for assigned district/sub-district/section employees.
10. Participates in traffic checks, radar or aircraft operations and other enforcement activities.
11. Reviews/approves reports and records prepared by subordinates; prepares reports as required.
12. Inspects equipment used by patrolman/agents/pilots and recommends necessary repairs, replacement, or changes that will ensure their safe operation.

13. Assigns and maintains on going supervision over criminal/narcotic/traffic cases assuring proper investigative procedures are followed; audits contingency funds and evaluates covert operations.
14. Monitors investigations and major actions such as purchase of evidence, searches, and seizures, expansion or curtailment of cases apprehension and arrest of suspects.
15. Coordinates large scale and complex investigations involving several patrolman/agents/pilots and other law enforcement personnel.
16. Provides factual testimony and evidence in an impartial manner.
17. May be assigned to provide dignitary security.
18. Performs other related work and duties as may be assigned.

### **DISTINGUISHING CHARACTERISTICS**

This level of generally considering to be the first line supervisor responsible for planning activities and directing and evaluating assigned employees. Maybe in command of a sub-district office.

### **MINIMUM QUALIFICATIONS**

1. Five (5) years experience as a patrolman/agent/ pilot with the New Mexico State Police Division of the Department of Public Safety.
2. Must complete forty (40) hours of in-service training in a twenty four (24) month period in prescribed areas of mandatory, advanced, and maintenance training.
3. Must possess Law Enforcement Academy Certification in Advanced II within one year and prior to completing probationary period. (per requirement of Department of Public Safety Policy PRS;16:00)
4. Satisfactorily pass the Sergeants entire promotional process which results in placement on the Sergeants promotional roster.
5. Good knowledge of police policies and procedures including criminal investigation, firearms, legal aspects of criminal procedures, Control Substance Act, Motor Vehicle Laws, traffic laws, law enforcement training standards, and fundamental knowledge of budgeting principals.
6. Ability to supervise and manage



7. Ability to speak and write clearly and concisely; establish and maintain effective working relationships with law enforcement personnel and the general public.

## **WORKING CONDITIONS**

Incumbents continually work under dangerous circumstances; are exposed to life threatening situations, physical and mental stress, hazardous materials, and controlled substances; are required to work irregular hours, holidays, weekends, outdoors and in inclement weather; must accept change or geographic assignments as required. May work in office setting. May be required to perform assigned duties in aircraft of naval environment.

**CLASS TITLE – LIEUTENANT**

**SPEC # 9870**

## **DEFINITION**

Directs and supervise sergeants, patrolman/ agents/ pilots and/or civilians assigned to a district/sub-district/bureau/ section. Guidelines include New Mexico State Statutes, federal statutes, State Personnel rules and Regulations and other acts and laws applicable, New Mexico State Police Division, and Department of Public Safety Policies, Regulations, Directives, Procedures.

**EXAMPLES OF WORK PERFORMED** (any one position may not be included all of the duties listed nor do the listed examples include all duties which may be found in positions of this class)

1. Assist the district/bureau/section commander in management of overall operations of district/bureau/section.
2. Enforces compliance with policies, regulations, directives, procedures that pertain to duty, conduct, and appearance of all assigned personnel and shall conduct periodic impromptu inspections and reviews.
3. Assist district/bureau/section commander in planning enforcement activities and maintains consistent enforcement efforts in accordance with New Mexico State Police division and the Department of Public Safety, Policy, Regulations, Directives and Procedures.
4. Monitors the quantity and quality of work performed by subordinates in assigned district/sub-district/bureau/section; evaluates all sergeants and/or civilians under his/her command and reviews evaluations of patrolman/agents/pilots/civilians completed by sergeants and subordinate civilian supervisors.
5. Acquires/maintains knowledge of assigned area, including traffic flow, accident statistics, and highway conditions.

6. Maintains knowledge of criminal/narcotics activity/operations, criminal/narcotics statistics and activities; assures proper dissemination of criminal/narcotics information.
7. Assume full command of the district/ sub-district/ bureau/ section in the absence of the commander.
8. Conducts inspections of equipment used by personnel and recommends or approves necessary repairs, replacement or changes that will insure safe operations.
9. Supervises, assist and trains sergeants in their role as leaders and supervisors; supervises district/sub-district communication functions.
10. Assist subordinates with the interpretation of state laws and department policies.
11. Reviews operational/administrative paperwork of the district/sub-district/bureaus/section assuring accuracy and completeness.
12. Coordinates and assigns criminal/narcotics investigation techniques.
13. Assures that all criminal criminal/narcotic/traffic operations and calls for service are provided on a timely basis and assures proper investigative procedures are followed.
14. Monitors maintenance needs of districts/sub-districts/bureaus/sections Fleet assuring all mechanical work is completed and all appropriate records are maintained; maintains fleet and fiscal inventory
15. May be assigned to provide dignitary security.
16. May act as specialty team member (i.e., tactical team, explosive ordinance disposal, search and recovery team, emergency response team, etc.) in accordance with team and department guidelines.
17. Performs other related work and duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This level is generally considered to be second in command of the assigned district/bureau/section or in command of a sub-district.

## **MINIMUM QUALIFICATIONS**

1. Must have at least two years as a sergeant with satisfactory performance with the New Mexico State police Division of the Department of Public Safety.

2. Must complete forty (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Mid-Management within one-year and prior to completing probationary period (per requirement of Department of Public Safety Policy PRS:16:00)
4. Satisfactorily completes the Lieutenants Promotional Process.
5. Considerable knowledge of police policies and procedures including criminal investigation, firearms, legal aspects of criminal procedures, Controlled Substance Act, motor Vehicle Laws, State and Federal Laws, law enforcement training standards, fundamental knowledge of budgeting.
6. Skill in supervision and management
7. Ability to speak and write clearly and concisely; to establish and maintain effective working relationships with law enforcement personnel and the general public.

## **WORKING CONDITIONS**

Work is performed primarily in an office setting. Incumbents work under dangerous circumstances and are exposed to life-threatening situations, physical and mental stress, hazardous materials, and controlled substances, are required to work irregular hours, holidays, weekends, outdoors, in inclement weather must accept change of geographic assignment as required. May be required to perform duties in aircraft or naval environment.

**CLASS TITLE – CAPTAIN**

**SPEC# 9869**

## **DEFINITION**

Responsible for the supervision and management of a district/bureau/section or assigned area and the accomplishment of all goals, objectives, missions, and other legal obligations or the New Mexico State Police Division of the Department of Public Safety.

## **SUPERVISION AND GUIDELINES**

Under general supervision of a Zone/ Bureau commander unless otherwise directed; directly supervises Lieutenants; ultimately responsible for all operation and administrative functions of the district/bureau/section or area assigned. Guidelines include New Mexico State statutes, Federal statutes, State Personnel Rules and Regulations, and other acts and laws applicable, New Mexico State Police Division and Department of public Safety Policies, Regulations, Directives and procedures.

**EXAMPLES OF WORK PERFORMED** (any one position may not be included all of the duties listed nor do the listed examples include all duties which may be found in positions of this class)

1. Responsible for all operational and administrative functions of the district/bureau/section or administrative area as assigned.
2. Effectively supervises all personnel, issues orders, and maintains constant review of district/bureau/section activity to assure smooth operation and administration.
3. Prepares annual operating budget for district/bureau/section.
4. Enforces Policies, Regulations, Directives, and Procedures.
5. Establishes and enforces standards of efficiency, performance, and conduct for both commissioned and civilian personnel and conducts or orders periodic review to ensure compliance. Evaluates all Lieutenants / Sergeants / civilians under his/her command and reviews evaluations completed by Lieutenants / Sergeants.
6. Responsible for assignment of manpower and equipment to accomplish the goals, objectives, and mission of the district/bureau/section.
7. Ensures that necessary training is requested for all assigned personnel
8. Requires the proper maintenance, use, and security of all equipment and facilities assigned. district/bureau/section.
9. Promotes and maintains public relations programs; coordinates public relations in the district/bureau/section/assigned area; lends support and enlists the assistance of public officials, civic groups, educational institutions, the media and other individuals to promote public safety efforts of the of the Department of Public Safety.
10. Coordinates enforcement activities between the Department of Public Safety and city, county, state, federal agencies, and the public.
11. Establishes liaison with the courts and prosecutors to develop good working relationship with all personnel in the district/bureau/section/assigned area.
12. Maintains awareness of criminal/narcotic/traffic and enforcement, operational/administrative problems within the district/bureau/section/assigned area.
13. Responsible for the assignment of duties and responsibilities to civilian employees and establishes efficient office procedures that allow the proper

channeling of all reports, correspondence, telephone calls, teletypes, and other communications.

## **DISTINGUISHING CHARACTERISTICS**

This rank is generally assigned to command a district/bureau/section or administrative area.

1. Must have at least two years as a Lieutenant with satisfactory performance with the New Mexico State Police Division of the Department of Public Safety.
2. Must complete forty (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Command within one year and prior to completing probationary period. (Per requirement of Department of Public Safety Policy PRS:16:00)
4. Successfully completes Captain promotional process.
5. Thorough knowledge of police policies and procedure including criminal investigations, firearms, legal aspects of criminal procedures, Control Substance Act, Motor Vehicle laws, traffic laws, law enforcement training standards, and fundamental knowledge of budgeting principles.
6. Shall have demonstrated skills in supervision and management.
7. Ability to speak and write clearly and concisely; to establish and maintain effective working relationships with other law enforcement personnel and the general public.

## **WORKING CONDITIONS**

Work is performed primarily in an office setting; travel is required. Incumbent also works under dangerous circumstances; is exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; is required to work irregular hours, holidays, weekends, outdoors and in inclement weather; must accept change of geographic assignments as required. May be required to perform duties as assigned in an aircraft or naval environment.

**DEFINITION**

Serves as part of the Chief's administrative staff. Assigned as commander of a designated division/office/zone/bureau; plans, directs and insures continuity of assigned operations.

**SUPERVISION AND GUIDELINES**

Under the general direction of the Chief/Deputy Chief, and commands a division/zone/bureau. Guidelines include New Mexico Statutes, Federal Statutes, State Personnel Rule and Regulations, and other acts and laws applicable, New Mexico State Police Division, Department of Public Safety, Policies, Regulations, Directives and Procedures.

**DISTINGUISHING CHARACTERISTICS**

Exempt rank, appointed position, serving at the pleasure of the Chief; assumes duties and responsibilities of Chief/Deputy Chief in their absence.

**MINIMUM QUALIFICATIONS**

1. Must hold rank of Captain.
2. Must complete forty (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Command prior to appointment. (Per requirement of Department of Public Safety Policy PRS:16:00).
4. Extensive knowledge of law enforcement administration, criminology, police policy and procedures, appropriate state and federal statutes, and department policies, regulations, directives and procedures.
5. Ability to coordinate and supervise law enforcement operations under critical and emergency situations.
6. Ability to communicate and coordinate with federal/state and local agencies.
7. Ability to provide administrative direction.

## **WORKING CONDITIONS**

Work is performed primarily in an office setting; travel is required throughout the state. Incumbents also work under dangerous circumstances; are exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; are required to work irregular hours, holidays, weekends, outdoors, and in inclement weather; must accept change of geographic assignment as required. May be required to perform assigned duties in aircraft or naval environment.

## **CLASS TITLE – DEPUTY CHIEF**

**SPEC #9884**

## **DEFINITION**

Services as part of the Chiefs administrative staff. Assigned as commander of a division/office; plans, directs and insures continuity of assigned operations.

## **SUPERVISION AND GUIDELINES**

Under the general direction of the Chief, commands a division/office. Guidelines include New Mexico Statutes, Federal Statutes, State Personnel Rule and Regulations, and other acts and laws applicable, New Mexico State Police Division and Department of Public Safety Policies, Regulations, Directives and Procedures.

## **DISTINGUISHING CHARACTERISTICS**

Exempt rank, appointed position, serving at the pleasure of the Chief; assumes duties and responsibilities of Chief in his/her absence.

## **MINIMUM QUALIFICATIONS**

1. Must hold rank of Captain or above.
2. Must complete forty (40) hours of in-service training and twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification in Executive management prior to appointment. (Per requirement of Department of Public Safety Policy PRS:16:00)
4. Extensive knowledge of law enforcement administration, criminology, police policy and procedures, appropriate state and federal statutes, and department policies, regulations, directives and procedure.

5. Ability to coordinate and supervise law enforcement operations under critical and emergency situations.
6. Ability to communicate and coordinate with federal/state and local agencies.
7. Ability to provide administrative direction.

## **WORKING CONDITIONS**

Work is performed primarily in an office setting; travel is required throughout the state. Incumbents also work under dangerous circumstances; are exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; are required to work irregular hours, holidays, weekends, outdoors, and in inclement weather; must accept change of geographic assignment as required. May be required to perform assigned duties in aircraft or naval environment.

## **NEW MEXICO STATE POLICE IV. SPECIALTY ASSIGNMENTS**

### **FLEET MANAGER**

Provides safe, reliable and readily available motor vehicles, fuel and repair for the duty related patrol, emergency response and travel needs of all employees of the Department of Public Safety authorized to drive department vehicles.

### **GUIDELINES**

Guidelines include Federal and State Laws, Department of Public Safety Policies, Regulations, Directives and Procedures.

### **TASK**

1. Manages the proper reporting, tracking, damage repair, liability verification, salvage disposal and accident permanent file maintenance for all fleet accidents within the department.
2. Assures validation, distribution and cost analysis of procurement contracts to be forwarded to departmental automotive shops.
3. Coordinates purchases of vehicles and equipment with the departmental purchasing section and with State Purchasing Division.



4. Writes equipment/services specifications for police vehicles, electronic sirens/speakers, emergency lighting systems, radar systems, automotive shop equipment, special duty vehicles/equipment and auctioneer services.
5. Completes/verifies purchase documents for the purchase of vehicles, fuel, repairs and vehicles equipment through the use of direct purchase orders, contract orders, service requisitions and credits.
6. Manages the sale of vehicles and equipment through public auction and direct sales to other governmental agencies by determining a reasonable value, recording sales information, processing purchase orders/auction receipts, completing bills of sale, title transfer, mileage statements and transmittal of sales revenue.
7. Maintains accurate records of all vehicles/equipment received into the departmental fleet through federal asset sharing. Issues departmental unit numbers, obtains titles to vehicles, prepares usable vehicles for issue and completes disposal of vehicles when no longer useful.
8. Obtains undercover license plates/registration for investigative vehicles. Maintains secured records of all undercover license plates/registrations and the employees they are issued to. Renews or cancels registrations as needed.
9. Maintains accurate records of all State Police and Government license plates assigned to department vehicle.
10. Receives all new vehicles being delivered to the department and assures that the vehicles meet specifications. Lists vehicles by vehicle identification number, unit number assigned and by make/type of vehicle. Reviews and approves delivery invoices and processes invoices for payment. Coordinates the payment of vendors and receipt of manufactures statement of origin.
11. Assigns departmental unit numbers to new and forfeited vehicles being received into the departmental fleet. Ensures that unit numbers assigned are not duplicates of other numbers of vehicles.
12. Ensures that all new vehicles entering the departmental fleet are entered into the vehicle master inventory system and that all vehicles being sold are deleted from the vehicle master inventory system.
13. Determines vehicle and equipment needs for vehicles being issued to all divisions of the department. Coordinates the installation of needed equipment with the departmental automotive shop and the division/district receiving the vehicle.

14. Completes insurance claims through State Risk Management and private insurance companies for the recovery of damages to departmental vehicles. Evaluates estimates of repair and determines the salvage value of vehicles. Receives reimbursement revenues and forwards funds to the financial management bureau for deposit in departmental accounts.
15. Obtains State of New Mexico and undercover commercial gasoline credit cards for employee duty related travel needs. Maintains accurate secure records of the issuance, loss, theft, and cancellation of undercover credit cards. Maintains records of the issuance of State of New Mexico credit cards to employees issued vehicles.
16. Completes title application for all new vehicles entering the departmental fleet. Reviews court orders and completes title application for all forfeited vehicles awarded to the department. Maintains accurate file of all vehicle titles and ensures that vehicle titles are removed from the file when vehicles are sold. Delivers title, bill of sale and odometer statement to the purchaser when vehicles have been sold and paid for.
17. Maintains a master file for officer/vehicle inspection reports completed at the division/bureau/district level by supervisors and forwarded to the headquarters master file.
18. Maintains a master file of all Departmental Shop/Unit repair reports completed at the division/bureau/district or automotive shop level and forwarded to the headquarters master file.
19. Recapitulates the number of gallons and cost of gasoline dispensed to other agencies. Calculates the total amount due from the various agencies and forwards the amounts to the financial management bureau in order to recover the cost of the gasoline from the other agencies.
20. Determines the number and types of vehicles and vehicle related equipment that is in need of replacement by all divisions of the department. Coordinates the purchase and installation of equipment on the replacement vehicle with the departmental automotive shop and the receiving division/bureau/district.
21. Coordinates the date and time of vehicles issuance with the division/bureau/district and the automotive shop to ensure the most effective use of time and manpower. Confirms issuance and completes teletype or email notification to the receiving employee
22. Maintains a pool of loan vehicles at the headquarters facility for the use of employees for their duty related travel needs when the employee does not have an issued vehicle.

23. Coordinates the date, location and procedures to be used in conducting the public auction of vehicles and equipment. Coordinates with the contract auctioneer, state purchasing division, state auditor, state budget division and other governmental agencies. Sets the dates for delivery of items to the auction lot. Ensures that titles to all departmental vehicles being sold are properly signed, dated and delivered to the auctioneer prior to the actual date of the sale. Requests employees from the motor vehicle department be assigned to duties at the auction and ensures that the auction facilities are available for use.
24. Coordinates with the Office of Legal Affairs on the drafting and completion of joint powers agreements with other governmental agencies concerning the loan of vehicles.
25. Reviews and approves invoices from commercial vendors concerning automotive parts/labor/fuel and lubrication matters. Resolves disputed areas of invoices to ensure that the department is receiving the best possible pricing for materials and labor.
26. Completes budget request for the fleet management section. Budgets for replacement vehicles for all divisions of the department and budgets for the operation of the fleet management section for the state police division.
27. Serves as assistant commander of the Special Operation Bureau and assumes command of the bureau in the absence of the Special Operations Bureau Commander.

## **GOVERNORS SECURITY**

To provide security for the well being of the Governor and his family.

## **GUIDELINES**

Guidelines include Federal and State Laws, Controlled Substance Acts, New Mexico Motor Vehicle Laws, New Mexico Criminal Code, New Mexico Carrier Act, Federal Department of Transportation Regulations, New Mexico State Police Divisions and Department of Public Safety Policies, Regulations, Directives and Procedures.

## **TASK**

1. To be informed of the daily schedule for the Governor, First Lady and family members; to be knowledgeable of the scheduled meeting locations and the route or routes to that location.

2. Provide transportation for the Governor, First Lady and family members to all scheduled meetings or functions as requested; and maintain all vehicles assigned to Governor's Security.
3. Coordinate all air and ground transportation used in traveling out of town or out of state.
4. Coordinate lodging for all out of town travel.
5. Protect the Governor's personal property and all property entrusted to him while Governor.
6. The above services are provided in part to all visiting governors as requested.
7. Ensure Governor has access to telephone and radio communication at all times.
8. Provide protection for Lieutenant Governor when Acting Governor.
9. Maintain security at the Governor's office and residence.

### **REQUIREMENTS**

1. Must complete Secret Service V.I.P. protection course within one year.
2. Must qualify in special weapons training including automatic weapons.
3. Must become a member of the National Governor's Security Association (NGSA) within a reasonable amount of time.

### **OFFICE OF PROFESSIONAL STANDARDS AND INTERNAL AFFAIRS INVESTIGATOR**

A commissioned officer with the responsibility of handling the Department's administrative investigations associated with complaints and allegations of misconduct against New Mexico State Police and Department of Public Safety employees.

### **GUIDELINES**

The Office of Professional Standards and Internal Affairs reports directly to the Chief. Guidance is obtained from the Office of Legal Affairs and from the Office of the Chief. Guidelines followed by the investigators include, specifically, Department of Public Safety Policy ADM:04:00, 29-14-1 to

29-14-11 NMSA and in general, Department Policies, Regulations, Directives, Procedures, State Personnel Rules and Regulations, and Federal and State Laws. The investigator is solely responsible for administrative investigations.

### **TASK**

1. Reviews complaints and allegations of misconduct that are assigned.
2. Prepares a Notice of Investigation, complaint form if necessary, and case file.
3. Conducts and records all necessary interviews of witnesses and targeted employees.
4. Gathers other pertinent evidence as appropriate.
5. Reviews statements and evidence in order to draw conclusions and determine findings of:
  - a. Sustained
  - b. Not Sustained
  - c. Exonerated
  - d. Unfounded
6. Prepares a detailed and concise report of the investigation and findings for review and action by the Chief.
7. Provides testimony during employee appeals.

### **REQUIREMENTS**

1. Commissioned officer of the Department of Public Safety with the minimum rank of Sergeant.
2. Possess a thorough knowledge of Departmental Policies, Regulations, Directives, Procedures, State Personnel Board Rules and Regulations, and 29-14-1 through 29-14-11 NMSA.
3. Possess the ability to conduct complex and sensitive investigations, to conduct witness and targeted employee interviews, and to prepare detailed reports.
4. Possess a high level of communicative skill, along with the tact, discipline and objectivity, needed in pursuing interviews of departmental matters.
5. Maintain the highest standard of conduct on and off duty.

## **TRAINING INSTRUCTORS**

Provide law enforcement training for all New Mexico State Police commissioned personnel, recruit school training, and in-service and advanced training – to include civilian personnel. Assure compliance with certification criteria established by the New Mexico Law Enforcement Academy Board for all courses taught and personnel trained. Assist other law enforcement agencies in their training, maintain the patrol function as required, respond to hazardous situations and assist the public as needed.

## **GUIDELINES**

Guidelines include those of patrolman or agent, but also involve adherence to the New Mexico Law Enforcement Academy Board Rules and Regulations, Federal and State Laws, Department of Public Safety Policies, Regulations, Directives and Procedures.

## **TASK**

1. Prepare lesson plans for each block of instruction for recruit school, in-service or advanced training. Keep lesson plans updated and on file for review.
2. Provides training in general police, technical and high risk areas. Maintains proficiency in these areas and keep documentation of all classes taught (roster and grades).
3. Responsible for the planning, coordination, purchasing of equipment and training of all recruits attending the New Mexico State Police Recruit School.
4. Responsible for developing and implementing the qualification course of fire for all departmental weapons. Includes maintaining database of all personnel as to qualification for each phase.
5. Provide assistance in recruiting qualified personnel for the New Mexico State Police Division. Attend career fairs and main recruiting booths.
6. Assist in public relations programs as assigned to include public safety talks and public safety announcements.
7. Develop and implement forty (40) hours in-service training program for all New Mexico State Police commissioned personnel. Maintain compliance with law of forty (40) hours of in-service training in a twenty-four (24) month period.

8. Receive training in the area of physical fitness to enhance knowledge of mandatory physical fitness program and provide physical assessments to all commissioned personnel.
9. Responsible for training of department Emergency Response Offices to ensure knowledge and proficiency in hazardous material incidents.
10. Responsible for conducting entry-level exam and physical agility test of all applicants.
11. Review and/or conduct background investigations of all recruit school applicants.
12. Develop, coordinate and administer Sergeants/Lieutenants promotional process to include written exam, in-basket testing, table top exercise and oral presentation.
13. Finalize and provide the Chief with the final ranking order of Sergeant Promotional Process. Finalize and provide the Chief with a final alphabetical list of Lieutenant Promotional Process.
14. May coordinate and administer other Promotional Processes as directed by the Chief.
15. Responsible for cross-commissioning of all tribes or pueblos meeting minimum criteria established by law.
16. Develop maintenance training programs in areas of defensive tactics, first aid, tactical driving, radar and firearms.
17. Maintain a patrol presence and assist in all patrol functions as requested by supervising personnel.

## **REQUIREMENTS**

1. Graduate of New Mexico State Police Recruit School, New Mexico State Police Division of the Department of Public Safety. Certified by New Mexico Law Enforcement Academy and commissioned by the Chief.
2. Must have at least two (2) years of service either as a patrolman or agent prior to being a training officer and have completed probation.
3. Knowledge of all phases of police work, traffic and criminal laws, Department of Public Safety Policies, Regulations, Directives and Procedures; be able to develop and implement training courses and monitor proficiency in certified areas of instruction.

**CLASS TITLE: CHIEF****DEFINITION:**

Responsible for the supervision and management of all Divisions within the Law Enforcement Program of the Department of Public Safety and the accomplishment of all goals, objectives, missions, and other legal obligations of the Divisions of the Law Enforcement Program of the Department of Public Safety.

**SUPERVISION AND GUIDELINES:**

Under the general supervision of the Cabinet Secretary of the Department of Public Safety. Directly supervises the Division Directors of the Motor Transportation Division, the Special Investigations Division, the Law Enforcement Academy, Adjutant Chief of the State Police, Commander of the Standards Bureau and the Office of Public Information; ultimately responsible for all operation and administrative functions of the Divisions within the Law Enforcement Program. Guidelines include New Mexico Statutes, Federal Statutes, State Personnel Rules and Regulations, and other acts and laws applicable, New Mexico State Police Division and Department of Public Safety Policies, Regulations, Directives and Procedures.

**EXMPLES OF WORK PERFORMED:**

1. Responsible for the proper administration, control and operation of the Divisions within the Law Enforcement Program.
2. Promulgate all orders, policies, rules and regulations, subject to the approval of the Cabinet Secretary of the Department of Public Safety.
3. Promote, demote, suspend, dismiss or apply punitive action to members of the Department who have allegations sustained against them.
4. Recommends the appointment of members to the Department.
5. Delegates authority to subordinates, and maintains general supervision and coordination of all department activities.
6. Responsible for the allocation, control and expenditure of the Law Enforcement Program Budget.
7. Develops plans, reports and recommendations for effective courses of action.
8. Conducts meetings and appears before public bodies in matters concerning the welfare and operation of the Law Enforcement Program of the Department.



9. Maintains harmonious relations with other public officials, public agencies, departmental members, and the general public.
10. Provides proper guidance and instructions to his subordinates to insure the public confidence in the Department.
11. Provides for the welfare of all members as consistent with the best interests of the State.

#### **DISTINGUISHING CHARACTERISTICS:**

Exempt rank, appointed position, serving at the pleasure of the Cabinet Secretary of the Department of Public Safety; assumes duties and responsibilities of the Cabinet Secretary in their absence.

#### **MINIMUM QUALIFICATIONS:**

1. Must have been a member of the New Mexico State Police, holding a permanent commission for (10) continuous years immediately prior to his appointment.
2. Must have served not less than (3) years in a supervisory capacity.
3. Must complete (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
4. Must possess Law Enforcement Academy Certification prior to appointment.
5. Extensive knowledge of law enforcement administration, criminology, police policy and procedures, appropriate state and federal statutes, and department policies, regulations, directives and procedures.
6. Ability to coordinate and supervise law enforcement operations under critical and emergency situations.
7. Ability to communicate and coordinate with federal/state and local agencies.
8. Ability to provide administrative direction.

#### **WORKING CONDITIONS:**

Work is performed primarily in an office setting; travel is required throughout the state. Incumbents may also work under dangerous circumstances; are potentially exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; may be required to work irregular hours, holidays, weekends, outdoors, and in inclement weather.

## **CLASS TITLE: ADJUTANT CHIEF**

### **DEFINITION:**

Responsible for the supervision and management of the New Mexico State Police and the accomplishment of all goals, objectives, missions, and other legal obligations of the New Mexico State Police.

### **SUPERVISION AND GUIDELINES:**

Under the general supervision of the Chief of the New Mexico State Police. Directly supervises the Deputy Chief-Uniform Bureau, Deputy Chief-Investigations Bureau, Inspector-Training and Recruiting Bureau and the Chief Security Officer. The Adjutant Chief serves as the primary operational assistant to the Chief and is the second in command of the New Mexico State Police. Ultimately responsible for the day to day operations and many of the administrative functions of the New Mexico State Police. Guidelines include New Mexico Statutes, Federal Statutes, State Personnel Rules and Regulations, and other acts and laws applicable, New Mexico State Police Division and Department of Public Safety Policies, Regulations, Directives and Procedures.

### **EXMPLES OF WORK PERFORMED:**

1. Oversees the day to day activities of the State Police Division of the Department.
2. Coordinates the work of the various Bureaus and Sections of the Division.
3. Prepares Inter-Departmental Correspondences as the Chief may direct.
4. Directly supervises the Deputy Chief-Uniform Bureau, Deputy Chief-Investigations, Inspector-Training and Recruiting Bureau and the Captain-Chief Security Officer.
5. Informs the Chief on important events, serious problems, unusual conditions and occurrences.
6. Coordinates administrative operations with field operations.
7. All other duties which may be assigned by the Chief.

### **DISTINGUISHING CHARACTERISTICS:**

Exempt rank, appointed position, serving at the pleasure of the Chief of the New Mexico State Police; assumes duties and responsibilities of the Chief in their absence.

**MINIMUM QUALIFICATIONS:**

1. Must hold the permanent rank of Captain.
2. Must complete (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification prior to appointment.
4. Extensive knowledge of law enforcement administration, criminology, police policy and procedures, appropriate state and federal statutes, and department policies, regulations, directives and procedures.
5. Ability to coordinate and supervise law enforcement operations under critical and emergency situations.
6. Ability to communicate and coordinate with federal/state and local agencies.
7. Ability to provide administrative direction.

**WORKING CONDITIONS:**

Work is performed primarily in an office setting; travel is required throughout the state. Incumbents may also work under dangerous circumstances; are potentially exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; may be required to work irregular hours, holidays, weekends, outdoors, and in inclement weather.

**CLASS TITLE: INSPECTOR/TRAINING AND RECRUITING BUREAU****DEFINITION:**

Responsible for the supervision and management of the New Mexico State Police Training and Recruiting Bureau and the accomplishment of all goals, objectives, missions, and other legal obligations of the New Mexico State Police.

**SUPERVISION AND GUIDELINES:**

Under the general supervision of the Adjutant Chief of the New Mexico State Police. Ultimately responsible for the day to day operations of the Training and Recruiting Bureau, which includes the New Mexico State Police Recruit Academy. Guidelines include New Mexico Statutes, Federal Statutes, State Personnel Rules and Regulations, and other acts and laws applicable, New Mexico State Police Division, Department of Public Safety Policies, Regulations, Directives and Procedures and the Law Enforcement Academy Board Rules.

**EXMPLES OF WORK PERFORMED:**

1. Assignment, planning, organizing and directing the operations of the Bureau.
2. Evaluates the performance of all assigned personnel and instructs to improve as needed.
3. Evaluates the need for and coordinates all departmental in-service training.
4. Oversees the operation of the New Mexico State Police Recruit School.
5. Keeps informed on new developments and training needs within the department and forwards his/her recommendations to the Office of the Chief.
6. Responsible for developing strategies to recruit State Police Officers.
7. Assists the Director of the Law Enforcement Academy with the day to day activities of the Law Enforcement Academy.

**DISTINGUISHING CHARACTERISTICS:**

Exempt rank, appointed position, serving at the pleasure of the Chief of the New Mexico State Police.

**MINIMUM QUALIFICATIONS:**

1. Must hold the permanent rank of Captain.
2. Must complete (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification prior to appointment.
4. Extensive knowledge of law enforcement administration, criminology, police policy and procedures, appropriate state and federal statutes, and department policies, regulations, directives and procedures.
5. Ability to coordinate and supervise law enforcement operations under critical and emergency situations.
6. Ability to communicate and coordinate with federal/state and local agencies.
7. Ability to provide administrative direction.

**WORKING CONDITIONS:**

Work is performed primarily in an office setting; travel is required throughout the state. Incumbents may also work under dangerous circumstances; are potentially exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; may be required to work irregular hours, holidays, weekends, outdoors, and in inclement weather.

**CLASS TITLE: INSPECTOR/SPECIAL OPERATIONS BUREAU****DEFINITION:**

Responsible for the supervision and management of the New Mexico State Police Special Operations Bureau and the accomplishment of all goals, objectives, missions, and other legal obligations of the New Mexico State Police.

**SUPERVISION AND GUIDELINES:**

Under the general supervision of the Deputy Chief-Uniform Bureau of the New Mexico State Police. Ultimately responsible for the day to day operations of the Special Operations Bureau, which includes the Fleet Management Bureau, all Specialty Teams, Homeland Security Liaison and the Hazardous Materials Bureau. Guidelines include New Mexico Statutes, Federal Statutes, State Personnel Rules and Regulations, and other acts and laws applicable, New Mexico State Police Division and Department of Public Safety Policies, Regulations, Directives and Procedures.

**EXMPLES OF WORK PERFORMED:**

1. Assignment, planning, organizing and directing the operations of the Bureau.
2. Evaluates the performance of all assigned personnel and instructs to improve as needed.
3. Coordinates the training and response of all Specialty Teams to include, Tactical Team, Explosive Ordinance Disposal Team, Aircraft, K-9, Search and Recovery Dive Team, Search and Rescue, Emergency Response Team, Hazardous Materials, Homeland Security Liaison, Honor Guard and Accident Reconstruction Team.
4. Coordinates the operation of the Fleet Operations Bureau to include the purchase, equipping, assignment, operation, maintenance and disposal of all departmental vehicles.
5. Coordinates the operation of the Aircraft Unit to include (2) fixed wing aircraft, (1) helicopter and (4) Aircraft Pilots.

**DISTINGUISHING CHARACTERISTICS:**

Exempt rank, appointed position, serving at the pleasure of the Chief of the New Mexico State Police.

**MINIMUM QUALIFICATIONS:**

1. Must hold the permanent rank of Captain.
2. Must complete (40) hours of in-service training in a twenty-four (24) month period in prescribed areas of mandatory, advanced and maintenance training.
3. Must possess Law Enforcement Academy Certification prior to appointment.
4. Extensive knowledge of law enforcement administration, criminology, police policy and procedures, appropriate state and federal statutes, and department policies, regulations, directives and procedures.
5. Ability to coordinate and supervise law enforcement operations under critical and emergency situations.
6. Ability to communicate and coordinate with federal/state and local agencies.
7. Ability to provide administrative direction.

**WORKING CONDITIONS:**

Work is performed primarily in an office setting; travel is required throughout the state. Incumbents may also work under dangerous circumstances; are potentially exposed to life threatening situations, physical and mental stress, hazardous materials, controlled substances; may be required to work irregular hours, holidays, weekends, outdoors, and in inclement weather.