

# Town of Bernalillo

## Police Officer

*Town of Bernalillo*  
*Recruitment Period: Open Until Filled*

**Location:** Bernalillo, New Mexico  
**Department:** Police  
**Reports to:** Sergeant

**Job Status:** Full time  
**Hour Range:** \$23.64  
**FLSA Status:** Non-Exempt

### **Job Summary:**

Maintains order, enforces laws and ordinances, and protects life and property. Performs a combination of the following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summons; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

### **Nature of Work:**

- Patrols assigned area on foot, by motorcycle, or in patrol car to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
- Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.
- Familiarizes self with beat and with persons living in area.
- Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.
- Locates, searches, detains, and arrests law violators, while following recognized police procedures.
- Interviews and questions victims, witnesses, and suspects.
- Gathers and preserves evidence.
- Performs first aid and provides other assistance to accident and other victims.
- Investigates causes and results of accidents.
- Directs and controls traffic.
- Issues written citations for traffic and other minor violations.
- Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
- Operates police communication and computer equipment to obtain, disseminate, and report information.
- Attends community meetings to discuss crime prevention activities and crime problems.
- Writes detailed incident, investigation, activity, and other reports.
- Develops and maintains positive community relationships.
- Testifies in court to present evidence by describing conditions, situations, and actions.
- Provide training and assistance to less experienced staff.
- Other duties as assigned.

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**Education and/or Experience:**

High School Diploma or General Education Degree (GED).

**Certificates, Licenses, Registrations:**

NM Law Enforcement Certified

**Conditions of Employment:**

- Must maintain a valid New Mexico Class D Driver's License with acceptable driving record for the past three years
- Must be able to pass a pre-employment physical, psychological and drug screen
- Must pass a detailed background investigation
- Must pass oral examination

**The Town offers:**

- PERA Retirement (Police Plan 4)
- Town Pays 27.21% into PERA; Employee pays 5.54%
- Town Pays 80% Health and Dental Insurance
- Starting Salary \$44,637
- Shift Differential on Swing and Graveyard shifts
- Overtime Pay
- All equipment provided
- Clothing Allowance \$1,200.00 per year
- Take Home Unit (25 mile limit)

Application forms are available online at [www.townofbernalillo.org](http://www.townofbernalillo.org) or at Town Hall, 829 Camino Del Pueblo in Bernalillo. If you have any questions please call 867-3311.