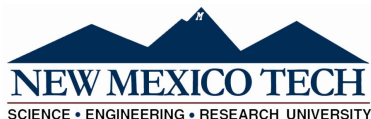


Posted: July 30, 2024



POSITION ANNOUNCEMENT

TITLE: POLICE OFFICER

DEPT: CAMPUS POLICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$18.00-\$26.30

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This is a critical position on campus. The fundamental purpose of the police officer is to respond to emergency calls, conduct criminal investigations, prepare detailed records, enforce criminal and traffic laws as appropriate, and assist citizens in need. Conduct regular patrol operations and engage with the community to help protect students, staff, faculty, visitors, and their property.

JOBS FUNCTIONS:

Participate in training to include physical fitness, classroom instruction, practical and reality-based training. 20%

Patrol campus to deter crime and ensure compliance with traffic laws. Provide assistance to citizens in need. 30%

Open and secure campus buildings and EMRTC field lab test sites as scheduled. Events planning and security. 20%

Conduct thorough investigations of alleged crimes and prepare detailed reports; maintain accurate records of incidents. 20%

Respond appropriately to emergency calls for service and engage with the community to build and foster positive relationships, other duties as assigned. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must be 18 years old or older, with the good computer and software skills. Ability to accurately read, understand, and interpret laws, ordinances, and operating procedures. Must have the physical strength and endurance to chase and subdue fleeing persons. Ability to make split-second decisions in stressful, hostile, fluid situations that could affect the safety of self and others. Communicate well orally and in writing preparing detailed reports and accurate records of incidents. Ability to quickly recall information and determine what actions are appropriate when responding to emergencies. Ability to engage with the community to build trust and foster positive relationships. Valid NM driver's license. Possess an NM DPS Basic Police Officer Training certification within one year of hire. Security clearance may be required. A pre-employment drug screen required upon hire.

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 40%	Walking 30%	Pulling 5%
Pushing 2%	Lifting 5%	Stooping 1%	Kneeling 1%
Crawling 1%	Climbing 1%	Reaching 2%	Other 2%

Apply to: nmtjobapps@npe.nmt.edu