



Edgewood Police Department
P.O. Box 3610
Edgewood, NM 87015
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Roger P. Jimenez
Chief of Police

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since not every duty associated with this position may be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered incidental in the performing of their duties just as though they were written in this job description.

Deputy Chief of Police

Department: Police - Sworn
Pay Grade:
FLSA Status: Exempt/Non-Exempt
Position: Safety Sensitive
Emergency Status: Essential*

**Essential employees must report to work as scheduled and are required to stay at work for extended duty when City offices close due to inclement weather or other emergencies.*

JOB SUMMARY

An employee in this position holds the rank of Major and serves as the Deputy Chief of Police; is responsible for oversight and management of day-to-day operations and administration of the police department; is responsible for the efficient and high-quality service provided by the Department; and is responsible for the command of personnel, both civilian and sworn.

ESSENTIAL JOB FUNCTIONS

- Serves as Acting Chief of Police in the absence of the Chief of Police.
- Serves as a senior operational commander.
- Ensures the functionality and optimal productivity of the Criminal Investigations Division (CID), Patrol Division, and Administrative Division.
- Collaborates with and directly supervises the Bureau Commanders, the Communications Supervisor, and the Body-Worn Camera Program Manager.
- Leads data-driven strategies to prevent and address crime, traffic, and other public safety matters.
- Leads problem-oriented policing strategies focused on repeat crime, and other public safety matters.
- Leads community-oriented policing strategies focused on crime, disorder, and fear of crime and disorder.
- Responds to major crimes, operations, and other emergencies.

- Provides a command role at special events and details.
- Conducts personnel functions, including performance evaluation, mentoring, counseling, discipline, and training.
- Monitors staffing needs and makes recommendations regarding personnel matters.
- Coordinates applicant recruitment and hiring processes.
- Manages the Department's training program and records.
- Manages the implementation of promotional processes.
- Assists with the development and oversight of the Department's budget.
- Assists with the control and expenditure of Departmental appropriations and equipment.
- Prepares the application of grant proposals; administers grant contract provisions.
- Manages major projects and initiatives as directed by the Chief of Police.
- Keeps the Chief of Police informed of unusual situations and recommends appropriate corrective action.
- Maintains positive relationships with Town, departmental staff and the public.
- Performs all duties required of a sworn police officer as circumstances require.
- Works in a constant state of alertness and in a safe manner.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or General Equivalency Diploma.
- Bachelor's degree desirable
- Graduation from senior command/leadership program desirable.
- Five (5) years of senior law enforcement command experience; or
- Equivalent combination of education, training, and related experience.

Licenses or Certifications:

- Possession of a valid driver's license.
- Certification through the New Mexico Law Enforcement Academy/NMDPS.
- Successful completion of N.M. Certified First-Line Administrators Training.

Knowledge, Skills and Abilities:

- Knowledge of traffic laws and rules governing the parking of motor vehicles and other laws, regulations, ordinances, policies, and procedures pertinent to the assigned police work.
- Knowledge of Federal, State, County, City, and departmental rules, laws, regulations, ordinances, policies, and procedures pertinent to police work.
- Ability to use issued weapons, equipment, and firearms in a safe manner.
- Legal ability to possess a firearm.
- Ability to act as a representative of the Town to the public.
- Ability to establish and maintain effective working relationships with others, especially during high stress situations.
- Ability to read, write, perform basic math skills, operate standard office equipment, and to understand verbal and non-verbal instructions.
- Ability to establish priorities and organize workload effectively and efficiently.
- Ability to maintain a pleasant and productive working atmosphere.
- Ability to respond properly to emergencies and to complete assignments under pressure.
- Ability to prepare accurate and timely reports.

- Knowledge of the City's policies and procedures.
- Ability to keep relevant parties informed of major issues and recommend changes as appropriate.
- Ability to operate standard police equipment, including police radio and relevant computer systems, including hardware, software, and office machines.
- Ability to function safely and effectively in dynamic and sometimes dangerous conditions.

PHYSICAL AND MENTAL DEMANDS

The work is typically medium work, which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Hazardous or emergency circumstances may require greater effort. Additionally, the following physical abilities are required: balancing, climbing, drawing, crouching, feeling, fingering, grasping, handling, hearing, jumping, kneeling, lifting, pulling, pushing, reaching, repetitive motion, running, speaking, standing, stooping, talking, visual acuity and walking.

The following mental abilities are required: mental acuity (defined as the ability to make rational decisions through sound logic and deductive reasoning).

Must be able to work shift assignments covering a 24-hour/7-day period, which may be changed, based upon operational need and provide 24-hour call up availability in the event of an emergency or operational need.

WORK ENVIRONMENT

The work involves potential risks or hazards which require special safety and officer safety precautions, e.g., aggressive human behavior, exposure to and use of firearms and physical force, high speed vehicle operation, work in hazardous situations and environments, observance of fire and building regulations, observance of officer safety protocols and the observance of traffic regulations when operating a vehicle.

The Town of Edgewood, N.M. has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The Town of Edgewood, N.M. commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

I have read and understand this job description and acknowledge that I have received a copy of this job description.