NEW MEXICO HIGHLANDS UNIVERSITY  
LAS VEGAS, NEW MEXICO  
PUBLIC VACANCY NOTICE

**Posting Date:** September 1, 2015  
**Deadline Date:** Open Until Filled  
**Position:** Police Officer  
**Salary Grade:** 13  
**Department:** Campus Police  
**Minimum Starting Rate:** $16.64/hour  
**Job Type:** Regular/Full-Time  
**FLSA:** Non-Exempt  
**Reports to:** Chief of Police

**SUMMARY:** The University Police Officer provides a peaceful and safe environment conducive to the education of the students by preservation of the public peace within the boundaries of the lands under control of the Board of Regents. This mission will be accomplished by the protection of life and property; the prevention and suppression of crime and traffic accidents; the arrest and prosecution of violators of the law; and the proper enforcement of all Federal and State laws, and County and City ordinances, within the jurisdiction described above. The University Police Officer shall perform all duties required by law; enforce all rules and regulations of the University; execute all orders and instructions given by supervisors; abide by all rules governing members of the University Police Department, become familiar with and retain a good working knowledge of all laws and ordinances relating to traffic and crime; and will be strictly accountable for the good order of patrol and duty assignments to include performing building security checks.

**DUTIES & RESPONSIBILITIES**
- Perform building security checks for hazardous conditions, open doors, water leaks, fire detection and criminal activity utilizing the security management system (Proxy-Guard);
- Maintain radio communication with dispatch at all times and remain thoroughly familiar with department policy;
- Remain alert to the development of conditions tending to cause crime or indicative of criminal activity, take preventive action to correct such conditions, and inform superiors as soon as the situation permits;
- Responds to situations brought to the officer’s 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;
- Assist persons needing police services;
- Preserve serious crime scenes until Sergeant, Investigator or Chief arrives;
- Stop drivers violating the motor vehicle code;
- Warn and issue citations and make arrests;
- Assemble evidence for courts and testify in the prosecution of the violators;
- Responsible for keeping traffic moving in a safe manner as free of congestion as possible;
- Direct and maintain order during any emergency or accident situation;
- Investigate accidents, which include writing reports, and diagrams completed according to departmental regulations and state law; and render needed assistance to the public;
- Assist fellow police officers and police agencies;
- Conduct special investigations as necessary of any incidents brought to officer’s attention;
- Assist in traffic safety programs;
- Report dangerous road conditions, all security violations, and other hazardous conditions to the proper authorities;
- Maintain orderly conduct of large crowds;
- Operate emergency roadblocks;
Perform vehicle inspection of safety equipment;
Check for suspected stolen vehicles;
Check driver’s licenses and vehicle registration;
Report weather conditions to proper authorities;
Enforce all laws, as well as rules and regulations of the University;
Assist District Attorneys, District Courts and all local Law Enforcement Agencies and Judiciary in the proper carriage of justice;
Answer questions relative to police work, traffic laws, weather and road conditions, locations of points of interest and other information requested with accurate and courteous replies;
Operate and properly monitor mobile, portable and fixed radio communication systems;
Operate and properly maintain equipment such as assigned vehicles in such a manner as to avoid accidents or unnecessary expense;
Conduct self at all times in such a manner as to merit the praise and commendation of all persons;
Submit reports according to the departmental report manual and as otherwise required;
Assist fellow officers whenever requested to do so or whenever judgment indicates assistance is needed for the best interests of the Police Department;
Maintain the Departmental Standard Operating Procedures Manual for reference and continued use;
Assist local police agencies as requested in all related police activities;
Respond to assignments or special tasks in a manner to provide for efficient accomplishment of duties under the direction and supervision of the Chief of Police, or his designated representative;
Maintain regular attendance;
Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS

- **EDUCATION:** High School Diploma or GED
- **EXPERIENCE:** None

SPECIAL REQUIREMENTS

- Must possess and maintain a valid NM Driver’s License;
- Possess New Mexico Police Certification, or have the ability to **re-certify** during next available Police Academy certification class;
- Must be at least 18 years of age;
- Be free of any felony or domestic violence conviction;
- Must be willing to work overtime as required;
- The shift and/or hours of duty will be prescribed by the Chief of Police, or the designated representative according to the departmental needs.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of counseling practices;
- Ability to exercise good judgment and discretion in tactful contact with students, staff, and the general public;
- Ability to react quickly and calmly in emergencies;
- Knowledge of the fundamental principles of adolescent psychology;
- Knowledge of police investigative techniques and techniques of identification;
- 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 students, parents, school officials, co-workers and the public;
• Ability to maintain good physical fitness.

APPLICATION PROCEDURE: Candidates must submit a university employment application.

References will be contacted in conjunction with interviews.

Applications must be sent to:

New Mexico Highlands University
Department of Human Resources
Police Officer Search
Box 9000
Las Vegas, NM 87701

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

NMHU IS AN EQUAL OPPORTUNITY EMPLOYER