



- The disciplining of students is a School District responsibility, and the SRO will only assist when requested by the principal for safety concerns.
- It will be the responsibility of the SRO to report all crimes originating on the school campus. Information on cases that are worked off-campus by the Sheriff's Department or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s).
- The SRO will share information with the principal or his/her designee about persons and conditions that pertain to campus safety concerns.
- The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency and delinquency-prone youths and their families. Referrals will be made when necessary.
- The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
  - Drugs and the law — Adult and juvenile
  - Alcohol and the law — Adult and juvenile
  - Safety Programs — Adult and juvenile
  - Sexual Assault Prevention
  - Bullying Prevention Education
  - Assistance in other crime prevention programs as assigned
- The SROs will wear their department authorized duty weapons in accordance with departmental policy.

**Duty Hours:**

- Whenever possible, it is the intent of the parties that the SROs duty hours shall conform to the school day, student lunch schedule, and calendar.
- It is understood and agreed that time spent by SROs attending magistrate court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- In the event an SRO is absent from work for a full day or more, the SRO shall notify his or her supervisor in the Sheriff's Department, and the principal of the school to which the SRO is assigned. The Sheriff's Department will assign another SRO or qualified officer, if available, to substitute for the SRO who is absent.
- In the event an SRO is required to leave their assigned school during a work day, the SRO shall notify his or her supervisor in the Sheriff's Department and the principal of the school to which the SRO is assigned.

**Crime Scene Response:**

Collect evidence and property from crime scenes; document chain of custody of evidence, locate witnesses to a crime; package evidence, secure crime scene, locate and protect latent evidence, establish security perimeter at major crime, etc. Respond and conduct preliminary investigation of events related to homicide, rape, robbery, traffic accidents that may include fatalities, and death/bodies found.

**Emergency Assistance:**

Administer cardio-pulmonary resuscitation (CPR) and mouth to mouth resuscitation; apply basic first aid to unresponsive/ unconscious persons. Administer first aid to control bleeding and treatment of amputations, fire or chemical burns, convulsions, diabetic reaction, electric shock, gunshot wounds, heart attack, overdose, poisoning or stab wounds and other trauma.

Evacuate areas endangered by explosive or toxic gases, liquids or other spilled materials and evacuate buildings, vehicles and surrounding areas in response to bomb threats. Mediate domestic disputes and talk with persons attempting to commit suicide in an effort to get them to delay or stop their attempt. Use protective gear to prevent contact with infectious diseases.

**Emergency Vehicle Operation:**

Engage in high speed pursuit or response driving in congested areas, off road, and open road. Operate vehicle in clear or inclement weather, dirt, graveled or paved road and transport prisoners.

**Use of Deadly Force:**

Clean and inspect weapons; participate and qualify in firearms training, discharge firearm at person, draw weapon to protect self from third party; fire weapon in nighttime combat (not including training); and fire weapon in daytime combat (not including training).

**Criminal Investigation:** Interrogate suspects; interview complainants, witnesses, etc. Report writing by summarizing the statements of witnesses and complainants; participate in raids and searches.

**Powers of Arrest and Control:**

Inspect patrol vehicle for weapons and contraband after prisoner transport. Execute arrest warrants, advise persons of constitutional rights, apprehend and place juvenile offenders in custody, arrest persons with or without a warrant, conduct field searches on arrested persons, conduct frisk and pat down, handcuff suspects or prisoners, search automobile incident to arrest, seize contraband, weapons and stolen property from suspects, break up fights between two or more persons, subdue physically attacking persons or persons resisting arrest, disarm violent armed suspect and pull person out of vehicle who is resisting arrest.

**Traffic Control:**

Administer field sobriety tests, complete OUI/DWI arrest reports, execute stop of motor vehicle and approach and talk to operator and passengers, observe occupants of stopped vehicles to identify unusual or suspicious actions, execute felony motor vehicle stop and stop vehicles to investigate, warn or arrest occupants.

**Administrative:**

Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports, read and comprehend departmental policies and procedures and apply same to field deputy practices. Must be able to speak effectively before groups. Greet, assist and direct the public in a professional and service oriented manner. Speak and write effectively and efficiently, completing all necessary reporting forms and requests for client documentation. Work closely with other staff members to provide comprehensive services to clients. Ensures compliance with applicable safety regulations and administrative policies, operating and maintenance instructions and procedure manuals.

**Supervision:**

Works under the supervision of the shift Corporal, Sergeant, Lieutenant, Captain and County Sheriff.

**Chain of Command:**

- As employees of Luna County Sheriff Department, SROs will be subject to the chain of command of the Sheriff's Department.
- In the performance of their duties, SROs shall coordinate and communicate with the Safety & Security Coordinator and the principal or the principals' designee of the school to which they are assigned.

**Supervisory Responsibilities:**

Supervises no one.

**Minimum Qualification Standards:****Education, Certification and Experience;**

Must have a high school diploma or GED certificate. Must be able to pass a drug screen and clear a background check that may involve fingerprinting. ***Must have a law enforcement certification from the New Mexico Department of Public Safety, or certifiable by waiver.*** Must have a valid Driver's License.

**Language Skills:**

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write in-depth narrative reports, business correspondence. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers and the general public. Ability to communicate in Spanish preferred but not required.

**Knowledge:**

Knowledge of standard computer software for word processing, spreadsheets, and presentations.

**Ability:** Able to write in-depth narrative reports and correspondence. Ability to effectively work with and inform County officials, employees, citizens' boards and the general public. Ability to earn and maintain the respect of co-workers. Ability to communicate logically and clearly both orally and in writing; follow oral and written instructions, with minimal supervision. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to develop and meet goals and initiatives of the department. Ability to speak effectively on a one on one basis with individuals. Ability to exercise independent judgment and initiative with minimal supervision. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers.

**Physical Demands:**

Must be able to operate a variety of standard office equipment which includes a motor vehicle, computer, calculator, telephone, cell-phone, fax machine, copier, and projector. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. During the work shift, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Vision requirements include the ability to read routine documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. Due to the nature of the work the employee may be required to respond to accidents and or emergencies during the work shift.

**Essential Physical Activities:**

Use body pressure points to control person. Bend over/kneel to search under vehicle seat, etc. Grip person tightly with one hand to prevent escape. Disarm violent armed suspect, climb fire escapes, use body language to project control and influence situation. Climb stairs in multiple story building, use voice commands to project control and direct actions. Fire a weapon in a dark environment with flashlight in one hand, search for a person in a darkened building or environment. Hold a flashlight while performing various field deputy duties. Strike a person with side handled baton, strike a person with a straight baton. Extend arm to reach and search tight spaces. Use hammer lock to hold person, use submission holds to control person. Use hands to direct movement of multiple lanes of traffic, twist at waist to direct traffic. Hold and swing battering ram to break door, hold person upright to prevent their falling, e.g., drunk. Crawl on back to search under vehicle/residence, etc. Support person while walking to prevent their falling, bend/kneel to apply shackles, cuffs, etc.

**Work Environment:**

Office work is usually performed under typical office conditions; the noise level in the work environment is quiet in the office, with some background noise, depending on the activity level within the Sheriff's department. Outdoor work is performed under variable weather conditions, including temperature extremes; the employee is exposed to hazards associated with the environment including fumes, dust and insects, wild or domesticated animals; the noise level can be loud when working in the field; work is subject to frequent fluctuations and includes customer interaction and can be stressful.

**Applicant Declaration**

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

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Signature

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Date

# RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory file, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth-City \_\_\_\_\_ State \_\_\_\_\_

Other Last Names Used \_\_\_\_\_

STATE OF NEW MEXICO )

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COUNTY OF LUNA )

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

