



JOB DESCRIPTION:	Patrol Officer I		
DEPARTMENT:	Campus Police		
REPORT TO:	Chief of Campus Police		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	841000	DATE APPROVED:	06-SEP-2020
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Under supervision from the Chief of Campus Police, patrols campus and surrounding areas to enforce the University's, state, and local ordinances, policies, statutes, and laws for the protection of lives and property.

DUTIES:

1. Patrols campus areas and surrounding community in radio equipped vehicles, on foot, and/or on bicycle to prevent and/or uncover unlawful actions. Works under direct and indirect supervision.
2. Responds to calls for assistance including but not limited to automobile accidents, robberies, break-ins, burglaries, vandalism, assaults, domestic disturbances, and other criminal and/or civil complaints to secure the crime scene, re-establish order, and conduct preliminary investigations.
3. Maintains close contact with community.
4. Prepares reports of incidents to include all information to document and facilitate preparation of cases and provide a record of activity for the University's records.
5. Issues summons and subpoenas.
6. Performs crowd and traffic control activities during a variety of campus wide events including but not limited to commencements, athletic meets, alumni gatherings, and concerts. Patrols all residences to ensure student compliance with established curfew and noise ordinances.
7. Provides assistance and support to Silver City and State of New Mexico law enforcement agencies during routine road stops, DUI stops, and emergency situations.
8. Issues warnings and citations for traffic and parking violations. Appears and testifies during court proceedings to describe, present evidence, and answer questions.
9. Participates in regular pre-shift briefing meetings to ensure thorough discussion and review of shift activities.
10. Performs routine inspection of campus police vehicle for proper equipment operation, inventory of supplies, and all fluid levels. Checks personal equipment and weapons for proper operation and functionality.
11. Locks and unlocks all campus buildings. Checks and sets all fire and burglar alarms.
12. Participates in regular training programs in police methods and procedures to maintain state certification.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Must be over 18 years of age and a U.S. Citizen with a High School Diploma or GED. Must be certified or able to be certified by a New Mexico Law Enforcement Academy within one (1) year of hire date and able to pass all yearly mandated DPS training. Able to pass an extensive Law Enforcement background investigation, including previous employment, previous work performance, driving and criminal record. Bilingual (Spanish) and experience with diverse groups

preferred.

2. **Job Knowledge:** Knowledge of the principals, practices, methods, and techniques of law enforcement. Knowledge of applicable civil and criminal laws, regulations, ordinances, and statutes governing the University, State of New Mexico, and United States. Knowledge of rules of evidence, search and seizure, arrest, and detention. Knowledge of the proper use of firearms and applicable safety regulations. Knowledge of first aid and CPR. Knowledge of the proper and safe use equipment used in law enforcement, including vehicle equipment, bicycle, communication, and weapons. Knowledge of principles, practices, and methods of community policing. Ability to comprehend, understand, and adhere to, at all times, the Law Enforcement Code of Ethics. Skill in comprehension, retentions and recollection off actual information pertaining to laws, statutes, and codes. Skill in the use of firearms and the application of first aid. Skill in establishing and maintaining effective collaborative working relationships. Skill in recognizing the behavioral actions and physical manifestations of abuse, gang influence, drug and/or alcohol addiction. Skill in working independently requiring application of judgment and the application of appropriate intervention methods in responding to potential combative and confrontational situations involving personal harm to self and others requiring the exercise and application of authority and/or force.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment and construction site. This position is part of a collective bargaining unit upon completion of the 90-day trial period. This is an essential services position. Travel within the community and other WNMU sites. May be required to lift normal office equipment and materials. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor or ground surfaces including stairs and steps in construction sites. Must be able to visually and auditory assess situations to insure safety. Must be able to climb ladder and work in restricted work spaces. Must be able to follow all safety protocols. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. This position may be required to report to duty on short notice, work outside normally scheduled work hours, and/or perform work tasks outside normal scope of duties. Must be able to varied shift schedules including holidays or weekends.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)