



Logan Police Department

PO Box 7 / 108A Hwy 54
Logan, NM 88426
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VILLAGE OF LOGAN POLICE OFFICER

The Village of Logan is seeking applications for a full-time Police Officer. Applicants must be able to pass an extensive background check, drug and alcohol testing, physical assessment, and psychological exam. Must also be able to pass and obtain NM Law Enforcement certification within one year of hire. Pay is based on qualifications and experience. Up to \$3000.00 hiring incentive is available. Applications and full information are available at the Village of Logan Police Department, 108 A US 54, Logan NM 88426, online at www.utelake.com or by calling (575) 487-2856. A resume is required. Applications will be accepted until filled.

**VILLAGE OF LOGAN
POLICE DEPARTMENT**

The Village of Logan is taking applications to fill a position of full time **Police Officer/Code Enforcement Officer**.

The essential duties and responsibilities for police officer are:

JOB DESCRIPTION

JOB TITLE: Police Officer
REPORTS TO: Chief of Police

This position is under the direction and supervision of the Chief of Police and/or the Village Administrator. The Officer serving this position performs all operations of the Logan Police Department. The Officer serving in this position is required to work forty-six (46) hours per week on shifts. Shifts may include combination of day shift, evening shift, midnight shift or split shifts. Shifts will include weekends and holidays. It is possible that occasional call outs will be necessary. The assignment of shifts will be at the discretion of the Chief of Police and directed to place coverage where there is the most need at a given time. Except in the case of emergencies, at least (8) hours will be assigned between shifts.

QUALIFICATIONS

The Officer in this position must be a United States citizen. Law enforcement experience and certification preferred. If uncertified, he/she must successfully complete and maintain certification through the New Mexico Law Enforcement Academy within one (1) year after being hired, as required by the New Mexico Law Enforcement Academy rules and regulations. Must have or be able to obtain a valid New Mexico driver's license and have an excellent driving record to meet insurance requirements. Must meet physical requirements established by the Village of Logan. Must have eyesight correctable to 20/20 and must not be colorblind. Weight must be in proportion to height. Must have no previous convictions, guilty pleas, or pleas of nolo contendere to any felony charge, or any charge, felony or misdemeanor for any of the following: aggravated assault, theft driving while intoxicated, any controlled substance charge, or any crime which is found to involve moral turpitude. Must have never been discharged from the military service except under honorable conditions. Failure to maintain certification through the New Mexico Law Enforcement Academy will result in immediate separation from this position.

LPD Application
Include RESUME

DUTIES AND RESPONSIBILITIES

The Officer serving in this position is responsible of the laws and regulations of the United States, the State of New Mexico and the Village of Logan, within the confines of the Village of Logan.

The Officer serving in this position must maintain high visibility throughout the Village of Logan when on duty.

The Officer serving in this position is expected to perform crime scene and accident investigations within the Village of Logan. Whenever possible assistance should be sought from other resources such as Federal Agencies, New Mexico State Police and Quay County Sheriff's Department.

Reports will be reviewed by the Chief of Police or assigned OIC to insure the quality of reports.

Maintains liaison with all other law enforcement agencies operating in the area, including DWI and Drug Task Forces.

ADDITIONAL DUTIES:

In addition to normal police duties the position may be assigned the additional duties and responsibilities of Code Compliance Officer. This will entail the ability and responsibility to:

1. Investigate alleged Village Code violations with regard to control of weeds, grass, trash, junk, abandoned motor vehicles, graffiti, and waste of water.
2. Issue written notices and citations to individuals who abuse and violate Village Codes.
3. Prepare case files, gather and organize information and data required to prosecute Code violators.
4. Maintain a record of violations, letters of notice, warnings, citations and reports along with response from violators, and disposition of actions to prosecute violators of Village Codes.
5. Review Village Codes and propose changes or new codes as required by community growth.

The above information on this position description is designed to indicate the general nature and level of work performed for this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to their job.

Village of Logan

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____