

**JOB DESCRIPTION  
HIDALGO COUNTY**

**H.C.S.O. DEPUTY/ SHERIFF**

Position

02/2012

Date Issued

**Sheriff's Office**

Department

08/06/2015

Date Reviewed/Revised

**H.C.S.O. Sergeant - Corporal**

Report(s) to

Hidalgo County Manager

Authorized By

**Position Summary:**

Under moderate supervision, enforces laws and ordinances, maintains order, prevents crime, makes arrests (citations or warnings) of criminal law violators, performs community education and advocacy, provides protective patrol services and community policing, provides arbitration in neighborhood and family disputes, performs crisis intervention, and recovers stolen property.

**Position Responsibilities:**

Answers calls and complaints involving automobile accidents, domestic disputes, robberies, assaults, and other felonies and misdemeanors; patrols a designated area in a radio-equipped car, motorcycle, bicycle, and/or on foot to preserve law and order; enforces traffic and other laws and ordinance; assumes control at traffic accidents to maintain traffic flow, assists accident victims, and investigates cause of accidents; apprehends suspects; searches, inspects, transports, and takes custody of prisoners; advises subjects of their rights; secures the crime scene; conducts preliminary investigations, identifies and instructs witnesses, gathers information, and prepares detailed reports; investigates suspicious conditions; conducts primary investigations of attempted or committed crimes; prepares investigative reports; prepares misdemeanor and felony cases for proper action; interviews witnesses; appears in court to present evidence, prosecute and testify on behalf of the state; maintains professional demeanor in the courtroom; ensures that evidence is properly secured, stored and readily retrievable; may provide Drug Abuse Resistance Education (DARE); identifies community problems that can be resolved through proactive measures; attends neighborhood block parties and meetings to enhance community-policing efforts; may serve as Field Training Officer for trainees upon their graduation from the basic academy; instructs training classes for academy and department personnel; prepares and submits daily activities and other written reports to superior officers; endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment; and is responsible for knowing and abiding by all department and county policies and procedures.

If assigned to the canine unit, in addition to regular duties, will train canine dog for field use and documents training.

**Minimum Qualifications:**

Must have a high school diploma or equivalent. Must be a U.S. citizen, 18 years of age at the time of employment, and possess/ willing to obtain a valid New Mexico driver's license. Must have current New Mexico Law Enforcement Certification or be eligible for New Mexico Law Enforcement Certification by Waiver. Must be able to pass a physical agility test, background investigation, firearms course, and drug screen test. Bilingual (English/Spanish) preferred but not a requirement. No DUI convictions with in the past three years. No Felony Convictions and no misdemeanor convictions involving moral turpitude.

**Skills, Knowledge & Abilities:**

**Must have knowledge in:** Modern principals, methods and procedures of law enforcement administration used in the technical aspects of law enforcement, including accident and criminal investigation and identification, crime prevention, law enforcement tactics, traffic control, and community-based policing; criminal law and criminal procedures involving the apprehension, arrest and custody of persons allegedly committing misdemeanors and felonies; rules and regulations of the Hidalgo County Sheriff's Office ; analyzing complex law enforcement problems and situations; adopting quick, effective and reasonable courses of action with regard to surrounding hazards and circumstances; county geography and community attitudes in different county areas; latest court interpretations of the legal obligations of law enforcement agencies; and first aid principles, practices, and techniques for both the ill and injured.

**Must have skills to:** Operate a motor vehicle and computer; use a firearm and other police-related equipment; follow oral and written instructions, observe situations analytically and objectively, and to record them clearly and completely; react quickly and calmly in emergencies and decide the best course of action; solving problems dealing with emotionally volatile issues; express one's self clearly and concisely, orally and in writing; enforce the law with firmness, tact and impartiality; and establish and maintain effective working relations with fellow workers and the general public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to withstand vigorous physical demand common to law enforcement. While performing the duties of this job, the employee is regularly required to walk, stand, stoop, sit, run, climb ladders and/or fences; walk "I" beams, and/or drive and quickly enter and/or exit a law enforcement vehicle. The employee must occasionally exert or lift objects or persons weighing 100 pounds or more and/or drag 180 pounds or more. Successful performance requires specific vision abilities that include close vision, distance vision, peripheral vision, and depth perception.

**Work Environment:**

Most work is typically performed in an outdoor environment regardless of the weather conditions. Employee must be able to operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in

congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow. Work exposes employee to machinery and its moving parts, fumes, chemicals or toxic substances, and requires employee being in high places or working with dangerous machinery and sharp tools. Employee is exposed to temperature extremes; is exposed to hazardous conditions, such as physical confrontations, driving hazards, high speed chases, animals, gunfire, rescue attempts on difficult terrain and toxic chemicals; is exposed to fumes or airborne particles; and is exposed to stressful and dangerous situations depending on the severity of the emergency. The employee is occasionally exposed to vibration, such as a shotgun and/or off-road travel. The noise level in the work environment may be moderate to loud and the employee may be exposed to long working hours and job induced mental stress and tension.

It is the policy of Hidalgo County to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status. Appropriate accommodations, as required by the Americans with Disabilities Act, will be provided. The above statements reflect the general details considered necessary to describe the essential functions of the job as identified and should not be considered as a detailed description of all work requirements that may be inherent in the job.