



TOWN OF ESTANCIA POLICE OFFICER Position Description

Department:	Police Department	Reports to:	Police Chief
Probationary Period:	1 year	Supervision:	N/A
Pay Status:	Hourly	Classification:	Non-exempt
Hours/Week:	40 hrs	Effective Date:	June 15, 2026
Position Type:	Full Time	Revised Date:	Original

POSITION SUMMARY

The Estancia Police Department seeks highly motivated men and women of character who are committed to serving others with integrity, professionalism, and courage.

Police Officers are entrusted with protecting life and property, preserving public safety, enforcing laws, and building positive relationships within the community. Officers are expected to exercise sound judgment, uphold the Constitution, take ownership of their actions, and serve as problem-solvers who work collaboratively with citizens to improve the quality of life in Estancia.

This position requires a servant-hearted leader who understands that law enforcement is not simply about authority - it is about responsibility.

DEPARTMENT PHILOSOPHY

The Estancia Police Department believes that effective policing begins with trust.

Our officers are expected to demonstrate professionalism, accountability, and respect in every interaction. We embrace a culture of ownership, continuous improvement, and service before self. There is an expectation that you will be motivated to improve yourself, train hard and pursue excellence. This is **not** a place to come to work to do the minimum required amount of work.

We are committed to constitutional policing, ethical leadership, and treating every person with dignity while maintaining the courage and **ability to confront criminal activity** and protect the innocent.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Interview victims, witnesses, and suspects.
- Prepare thorough, accurate, and timely reports.
- Make arrests and take appropriate enforcement action when necessary.
- Testify in court proceedings.
- Investigate traffic crashes and enforce traffic laws.
- Engage positively with community members and develop relationships that foster trust and cooperation.
- Identify community concerns and work proactively to address underlying issues.
- Collaborate with schools, businesses, local government, and partner agencies.
- **Maintain proficiency in all required law enforcement skills and training.**
- Perform additional duties as assigned.



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PERFORMANCE EXPECTATIONS

At the Estancia Police Department, officers are expected to:

- Take **ownership of mistakes** and learn from them.
- Seek solutions rather than making excuses.
- Maintain professionalism even under stress.
- Exercise authority with **humility** and restraint.
- **Protect constitutional rights at all times.**
- Treat every person with dignity and respect.
- Be physically, mentally, and emotionally prepared for duty.
- Pursue continual growth in leadership, communication, and law enforcement skills.
- Represent the department honorably on and off duty.

MINIMUM MANDATORY QUALIFICATIONS

- High school diploma or GED
- Must possess or be eligible for certification through the New Mexico Law Enforcement Academy
- Valid New Mexico Driver's License
- Successful completion of background investigation, firearms qualification, interviews, psychological evaluation (non-lateral hire), and drug screening.
- Ability to legally possess and carry a firearm
- Positive reputation in the law enforcement community.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of constitutional policing principles and criminal law.
- Ability to make sound decisions under pressure.
- Strong communication and conflict-resolution skills.
- Ability to de-escalate volatile situations when appropriate.
- Strong report-writing and investigative skills.
- Ability to build trust with diverse members of the community.
- Ability to work independently while maintaining accountability.
- Commitment to ethical conduct and professional standards.



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PAY & BENEFITS

- For lateral hires \$32.50 /hr.
 - Incentive pay at \$0.50 /hr increments for certifications
 - Incentives are capped at four (4), for a total of \$2.00 /hr available
- PERA LE Plan 3
- Take home vehicle
- Medical, Dental and Vision
- Training opportunities
- Great equipment
- Gym available at office
- Good culture