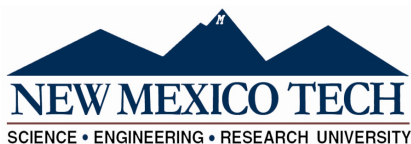


**Posted:** January 21, 2025



## POSITION ANNOUNCEMENT

**TITLE:** DETECTIVE (POLICE OFFICER)

**DEPT:** CAMPUS POLICE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$31.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

**INTERNAL POSTING THROUGH:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Police Detective/FTO/Evidence Custodian position combines core investigative responsibilities with specialized roles as a Field Training Officer (FTO) and Evidence Custodian / Technician. This position is responsible for conducting thorough investigations of criminal incidents, training recruits and junior officers, and managing evidence intake, storage, and documentation to ensure chain-of-custody integrity. The successful candidate will demonstrate a high level of investigative skill, a commitment to mentoring, attention to procedural accuracy in evidence handling, and the ability to maintain a high level of empathy, compassion, and a sense of service to a diverse co-ed college campus community.

### JOB FUNCTIONS:

**Detective Duties---Investigation:** Conduct detailed investigations into crimes such as theft, assault, and other major criminal incidents, from initial crime scene response to case closure. **Evidence Gathering:** Collect, preserve, and analyze physical evidence from crime scenes and interviews with suspects, witnesses, and victims. **Case Management:** Document case progress, maintain accurate records and work collaboratively with other law enforcement agencies to develop solid cases for prosecution. **Court Testimony:** Prepare detailed investigative reports and provide credible testimony in court proceedings. **Collaboration:** Work closely with the prosecutor's office, sharing information and assisting in case preparation and presentations.

**Field Training Officer (FTO) Duties--Officer Training:** Mentor and train newly assigned officers, providing guidance on investigative techniques, department protocols, and operational tactics. **Performance Evaluation:** Monitor, evaluate, and document trainees' performance; provide constructive feedback to develop competencies and address improvement areas. **Policy Instruction:** Educate officers on department standards, procedures, and community policing practices, ensuring a high level of professionalism. **Safety Compliance:** Emphasize safety procedures and protocols, ensuring trainees uphold high standards during field operations.

**Evidence Custodian / Technician Duties --Evidence Intake and Documentation:** Log, tag, and document evidence accurately upon receipt, maintaining meticulous records to support chain-of-custody requirements. **Storage and Security:** Safeguard all evidence in the custody of the department, ensuring proper storage conditions and restricted access. **Evidence Processing:** Utilize specialized tools and methods to analyze evidence, including fingerprinting, photographing, and cataloging items. **Inventory Management:** Conduct periodic audits of the evidence room to verify the integrity and accuracy of stored evidence. **Disposition:**

Coordinate with investigative personnel and legal entities to determine appropriate evidence disposal or return, following case resolution.

Patrol Duties--Patrol campus: patrol university property and buildings on foot, ATV, bike, or in a patrol car to detect and deter crime and increase the safety of students, staff, and faculty. Respond to emergency and non-emergency calls for service, investigate complaints, traffic accidents, and other incidents. Enforce university rules and regulations, city ordinances, and state law. Assist with first aid, escorts, driving tests, and other non-enforcement services offered by the department. Assist with crime prevention training and community presentations and participate in departmental training.

## **REQUIRED QUALIFICATIONS:**

Minimum of 5 years of experience in law enforcement, with at least 2 years in investigative or detective roles. Prior experience as an FTO and in evidence handling. Proficiency with investigative software, case management tools, and evidence management systems. Knowledge of forensic tools for evidence collection. Strong communication and mentorship abilities, with a demonstrated capacity to train and motivate others effectively. Exceptional attention to detail, with a focus on maintaining the integrity of investigations and evidence. NM DMV Drivers License, NMLEA Certification, 1st Aid & CPR.

## **DESIRED QUALIFICATIONS:**

Bachelor's degree in Criminal Justice, Criminology, or a related field preferred; equivalent experience may be considered. Certification in evidence handling or management preferred; FTO certification and/or criminal investigation certification preferred

## **LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

## **PHYSICAL DEMANDS:**

Standing 20%	Sitting 30%	Walking 15%	Pulling 2%
Pushing 2%	Lifting 5%	Stooping 1%	Kneeling 1%
Crawling 1%	Climbing 5%	Reaching 5%	Other 13%

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)