

## Doña Ana County Sheriff's Department



Sheriff, Todd Garrison – Undersheriff, Chuck Franco

845 N. Motel Blvd. Las Cruces, NM 88007  
(505) 525-1911 or toll free (800) 332-2121

The Doña Ana Sheriff's Department is a full-service law enforcement agency that serves a population of approximately 200,000.

In 2007, the Doña Ana Sheriff's Department:

- documented over 12,000 offense/incident reports,
- arrested over 700 impaired drivers,
- wrote over 29,000 traffic citations
- served over 11,000 writs and subpoenas
- Investigated approximately 1300 felony crimes
- Responded to over 30,000 calls for service.

Doña Ana County, which covers 3,840 square miles, is the second largest sheriff's department in the state of New Mexico and borders four counties, two states, and the country of Mexico.

### **Mission Statement and Core Beliefs**

We improve the quality of life in the communities of Doña Ana County. As responsible role models, we are dedicated to developing and maintaining partnerships, upholding the law, protecting life and property, providing a safe environment and ensuring the Constitutional rights of all. We are dedicated to continue our rich heritage of more than 150 years of quality service through our core beliefs of

### **Integrity, Professionalism and Fairness.**

#### **INTEGRITY**

We hold ourselves accountable to the highest standards of honesty and ethical conduct.

#### **PROFESSIONALISM**

We are dedicated to excellence in service through education, mutual cooperation and pride.

#### **FAIRNESS**

We are committed to impartial and equal treatment for all through courtesy, compassion and respect.



## **General Eligibility Requirements of Applicants**

Applicants required to meet the eligibility as outlined in NMSA 29-7 6 and 4-41-10.

1. Believe in the concept of Community Policing.
2. Be of high moral character.
3. High school diploma or GED.
4. 21 years of age at time of graduation from academy
5. Valid driver's license
6. Honorable discharge, if served in military
7. Must be physically fit.
8. Be willing to work on rotating shifts.

### **Application process**

The Doña Ana County Human Resources Department welcomes your application. Please note that it must be received no later than 5:00 pm on closing date.

Applications are available online at [www.Donaanacounty.org/hr](http://www.Donaanacounty.org/hr) or may be picked up at the Doña Ana County Human Resources Department, located at 845 N Motel Blvd, or call (505) 525-5881 to have an application mailed directly to you.

### **Applicant Testing Process**

1. Physical Agility Test (DPS Standard)
2. Written Examination
3. Oral Board
4. Background Investigation
5. Pre-employment Polygraph
6. Medical Examination
7. Psychological Examination

### **Selection of applicants**

An eligibility list of candidates will be maintained for a period of six months from the date of creation. This list will be in ranking order by numerical score, averaged from the written exam and oral interview.

### **Salary Schedule Rates effective January 22, 2008**

New Hire Cadet  
\$14.00/hr

After Graduation from Academy  
\$15.50/hr

After one year probation from certification date  
\$16.28/hr

After probation is eligible for step increases per current union agreement.

**Benefits**  
**Take Home Unit Program**  
**Deputies are supplied with a take home unit, subject to availability.**

<b>Annual Leave</b>		
YRS of Service	Pay Period	Annual Accrual
1 to 3	3.077 hrs	80 hours
3 to 5	4.077	106 hours
5 to 7	4.615	120 hours
7 to 10	5.077	132 hours
10+	6.153	160 hours

**Sick Leave**

Probationary 3.85 hours accrued each pay period  
After probationary period - 8 hr shifts 3.85 hrs  
10 hr shifts 4.50 hrs

**Paid Holidays and Personal Day**

Paid holidays as applied to all County employees.  
After probationary period - One Personal Day each year.

(Other leave provided are; military, bereavement, and jury and civic duty leave).

**Health and Life Insurance**

Doña Ana County participates in the State of New Mexico health insurance plan.  
Medical/Dental  
100% paid by County for single employee  
75% paid by the County for employee +one and family  
Vision and Life Insurance are also available.

**Retirement**

Doña Ana County is an affiliated member of the New Mexico Public Employers Retirement. Employees may retire at any age with the following benefit conversion rates:  
Law enforcement employees contribute 16.3% and DAC contributes 18.5% each pay period.  
20 years – 70% of highest 3 yrs income 22.8 years – 80% of highest 3 yrs of income

Optional Deferred Compensation (457) plan is offered to employees.

**Accrued Sick and Annual Leave at Retirement**

Upon retirement Doña Ana County will pay, hour for hour, all accrued sick and annual leave at the employee's rate of pay subject to a cap.

**Educational Assistance Program**

The County provides education reimbursement assistance to full-time employees at local accredited colleges upon pre-approval.

### **Career Opportunities**

- Patrol Division
- Traffic Division
- Legal Process Division
- Criminal Investigations Division
- Metro Narcotics
- US Customs Task Force
- K-9 Officer
- Crime Reductions Team
- Training and Recruiting Division
- Sexual Offender Registry
- D.A.R.E.
- G.R.E.A.T.
- Vehicle Forfeiture Officer
- School Resource Officer

### **Collateral Duties**

- Special Response Team
- Bomb Squad
- Field Training Officer
- Critical Incident Training
- Hostage Negotiation
- Crime Scene Team

For more information, feel free to call 575-525-5881.