

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-48

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Patrol Officer (Certified)
OPENING DATE:	September 28, 2015
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety/Law Enforcement - Tribal
SALARY RANGE:	NE-10; \$29,682 - \$44,512

Position Summary:

Under direct supervision of the Patrol Sergeant – Operations, ensures safety, security, and the preservation of life and property by maintaining law and order and enforcing laws and ordinances. Solves community problems by fostering open and continuous communication and cooperation between the community and law enforcement. Maintains confidentiality of all privileged information. Consistently applies Core Values supporting Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Protects the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments.
- Interviews persons with complaints or inquiries and directs them to proper authorities if needed.
- Responds to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
- Conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests as required by applicable laws.
- Physically detain/restrain individuals while alone and as a team member using applicable and necessary force and or authorized weapons/instruments.
- Perform traffic control in various situations (day or night, highways, rural/dirt roads, residential/commercial and open range areas and under various adverse weather conditions).
- Testifies in court to present evidence or testify against persons accused of criminal activity.
- Conducts investigations in vice activities, narcotics, traffic, burglary, or reported incidents as assigned.
- Conducts routine checks of local businesses, residences, and government agencies to ensure the safety of all facilities.
- Maintains awareness of and investigates specific areas subject to juvenile delinquency.
- Maintains positive relations with community members and agencies by educating and informing on crime prevention and related issues.
- Transports violators to and from court, rehabilitation sites, or jail facilities.
- Serves court papers, warrants, or subpoenas as required.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Generates and submits comprehensive written and / or verbal reports to the chain of command as requested.
- Communicates with local, state, regional, and outside agencies and assists as needed.
- Must be available to work extended hours and various work schedules, to include holidays.
- Consistently applies the Pueblo's Core Values to support Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED and must be at least 21 years of age. Certification by a recognized Law Enforcement Academy required; must maintain certification throughout employment. Must stay in good physical condition to participate in quarterly Police Physical Efficiency Battery (PEB) Assessment. Must complete a minimum of forty (40) hours in-service training annually. Required to maintain CPR Certification throughout employment.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **High Risk Public Trust (HRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Medical, Mental, Physical, and Psychological Evaluation	X

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, function, and structure of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
- Knowledge of equipment used in law enforcement, including communication devices, computers, and vehicles.
- Knowledge and proficiency in firearm and firearm safety.
- Knowledge and proficiency in working with enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall factual information, and learn and apply acquired skills and techniques to the performance of assignment duties.
- Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures, and regulations.
- Ability to integrate training, experience, and common sense sufficient to identify potential dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.