

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-57**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Police Cadet</b>
<b>OPENING DATE:</b>	<b>September 13, 2018</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Public Safety/Law Enforcement</b>
<b>SALARY RANGE:</b>	<b>NE-8; \$12.18 per hour</b>

**Position Summary:**

Under general direction of the Sergeant, the Police Cadet is tasked with meeting all the requirements to graduate as a certified Police Officer. 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:**

- Attends and graduates from the Police Academy.
- Protects the property and lives of community members by patrolling assigned areas.
- 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 detains/restrains individuals while alone and as a team member using applicable and necessary force.
- Performs physical and or verbal crowd control to prevent injury to self and all others.
- Performs 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.
- 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.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

High School Diploma or GED required. Must be at least 21 years of age. CPR certification required. Acceptance to a Pueblo of Laguna Public Safety Department recommended recognized Law Enforcement Academy. Must be certified within one year of hire and must maintain certification throughout employment. Must stay in good physical condition to participate in quarterly Police Physical Efficiency Battery (PEB) Assessment. Required to maintain CPR Certification throughout employment.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Police Cadet is designated at a High Risk Public Trust (HRT) position.

## Job Announcement No. 2018-57 Police Cadet

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement Officers successfully complete a thorough background investigation no less stringent than required of a Federal officer performing the same duties. The following are applicable laws that are considered when conducting background investigations:

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- PL 101-647: Crime Control Act of 1990
- PL 90-618: Gun Control Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

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 of government and pueblo customs, traditions, functions and structure of the Pueblo of Laguna.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of records management and Crime Prevention Programs.
- Ability to communicate effectively in the English language, and preferably in the Laguna language.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to listen to the concerns of the public, take specific actions to ensure the success of all who come in contact with the Law Enforcement Program, and provide feedback on sensitive, confidential issues.
- Ability to work efficiently under stressful conditions.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Ability to work independently with minimal supervision.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Skill in computer use, including Word, Excel, Access, and PowerPoint.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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 [POLeemployment@lagunapueblo-nsn.gov](mailto:POLeemployment@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.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**