

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-47**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Police Officer/Highway Safety
OPENING DATE: August 3, 2018
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Safety/Law Enforcement Program
SALARY RANGE: NE-11; \$32,261 - \$48,381

Position Summary:

Under direct supervision of the Lieutenant - Operations, the Police Officer / Highway Safety ensures the safety, security, and preservation of life and property by enforcing laws, codes, and regulations with an emphasis on traffic laws and ordinances. Consistently applies Core Values supporting Workforce Excellence. Maintains confidentiality of all privileged information.

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 on roadways to ensure compliance with traffic laws.
- Meets grant requirements related to citations, arrests, and other law enforcement activities including saturation patrols and safety mobilizations.
- Responds to 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.
- Detains/restrains individuals while alone or as a team member using applicable and necessary force and / or authorized weapons/instruments.
- Performs physical and / or verbal crowd control to prevent injury to self and others.
- Performs traffic control in various situations; transports violators; testifies in court to present evidence or testimony.
- 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 required or requested.
- Increases awareness and compliance with occupant protection, child safety seat usage, and other pertinent traffic safety issues through educational classes and other presentations provided to the community.
- Establishes and maintains positive working relationships with other law enforcement agencies; provides assistance as needed.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Works extended hours and various work schedules including holidays.
- Completes a minimum of 40 hours in-service training annually.
- Participates in quarterly Police Physical Efficiency Battery (PEB) Assessment.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

- Certification by a recognized Law Enforcement Academy required; must maintain certification throughout employment.
- One year of experience in the Law Enforcement field required.
- CPR certification required; must maintain certification throughout employment.
- Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar certifications/commissions required.
- Child Passenger Safety Technician (CPS), Advanced Roadside Impaired Driving Enforcement (ARIDE), Traffic Crash Investigation, and Crash Reconstruction certifications/commissions preferred. Obtains certifications/commissions within one year of employment and maintains throughout employment.
- First Aid Certification preferred. Obtains certification within one year of employment and maintains throughout employment.
- Fluency in the Laguna language preferred.

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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 Highway Safety Officer is designated as a High Risk Public Trust (HRT) position.

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, functions, and structure of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of law enforcement and public relations activities.
- Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
- Knowledge of the Pueblo’s geography, road locations, and reservation boundaries.
- Knowledge of and skill in use of equipment used in law enforcement, including weapons, communication devices, computers, and vehicles.
- Knowledge and proficiency in firearms and firearm safety.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out duties.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to demonstrate moral character when dealing with people.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare accurate reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall factual information.
- Ability to protect the public and enforce 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/other persons, and minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.

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- Skill and ability to create and present innovative, effective, audience appropriate presentations and educational material to the community.
- Skill in effective interviewing techniques.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move 150 – 200 pounds utilizing appropriate safety measures. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Must stay in good physical condition to participate in quarterly Police Physical Efficiency Battery (PEB) Assessment. Physical fitness tests will be conducted throughout the employment period to determine physical suitability.

Work Environment:

Work is generally performed outdoors where exposure to natural weather conditions and various dusts and mists occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Must be on call for emergencies. Travel is required for training, meetings, and other events.

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 POEmployment@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 Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES