

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-04**

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

<b>POSITION:</b>	<b>Police Officer/Patrol</b>
<b>OPENING DATE:</b>	<b>January 10, 2018</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Public Safety/Law Enforcement Program</b>
<b>SALARY RANGE:</b>	<b>NE-11; \$32,261 - \$48,381</b>

**Position Summary:**

Under direct supervision of the Sergeant, the Police Officer / Patrol ensures safety, security, and the preservation of life and property by maintaining law and order and enforcing laws, order codes, ordinances, and regulations. Addresses community problems by fostering open and continuous communication and cooperation. 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.
- Detains/restrains individuals while alone and 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 all others.
- Performs traffic control in various situations, such as, but not limited to, 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 required or requested.
- Communicates with local, state, regional, and outside agencies and assists as needed.
- Conducts or assists with search and rescue for lost individuals or escaped prisoners.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Works extended hours and various work schedules, to include holidays.
- Applies the Pueblo's Core Values and Workforce Values to support Workforce Excellence.
- Performs other duties as required.

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**Minimum Qualifications:**

High School Diploma or GED and must be at least 21 years of age. Certification by a recognized Law Enforcement Academy required and must maintain certification throughout employment. Must have at least one (1) year experience in the law enforcement field. Required to have CPR certification and 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. Certification in the following training preferred: Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar, Firearms, Traffic Crash Investigation, and Crash Reconstruction.

**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 Officer/Patrol is designated at 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, function, and structure of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county, and local 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, 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, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

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- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall factual information.
- Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintains 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.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Ability to maintain a high level of physical fitness to perform duties under any condition.
- Skill in proficient use of firearm and firearm safety.
- Skill in working with enforcement/regulatory agencies, departmental staff, Pueblo officials, and the public.
- Skill in use of equipment used in law enforcement including weapons, communication devices, computers, and vehicles.
- Skill in applying techniques to perform law enforcement assigned duties.
- Skill in exercising 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.

### **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 up to 150-200 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Physical fitness tests may 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 may 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, conferences, presentations, and other events.

### **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 [POEmployment@lagunapueblo-nsn.gov](mailto: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**