

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2017-26**

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

**POSITION:** Police/School Resource Officer  
**OPENING DATE:** April 7, 2017  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Public Safety/Law Enforcement  
**SALARY RANGE:** NE-11; \$32,261 - \$48,381

**Position Summary:**

Under direct supervision of the Patrol Sergeant - Operations, ensures safety, security and the protection of life and property of the Pueblo and schools located within the exterior boundaries of the Pueblo. Consistently applies the Pueblo's Core Values in support of 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:**

- Performs duties of Patrol Officer as needed and is authorized to enforce all tribal Laws, Ordinances, Codes, and Regulations.
- Protects the property and lives of community members by patrolling assigned areas, including schools, and addressing any suspicious persons and/or situations.
- Interviews persons with complaints or inquiries and directs them to proper authorities if needed.
- Responds to school incidents and other occurrences requiring law enforcement assistance.
- Conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests as required by applicable laws.
- Detains/restrains individuals using standard procedures and equipment.
- Performs crowd control, traffic control, testifies in court, and serves warrants/subpoenas as required.
- Establishes and maintains positive relations with community members, school officials, and other prevention programs.
- Assists in the development and presentation of drug/alcohol prevention and other outreach activities; attends school functions; and fosters open communication and cooperation with youth.
- Assists school personnel with investigation of school/student related incidents.
- Maintains appropriate documentation on incidences and develops required reports.
- Establishes and maintains positive working relationships with other law enforcement agencies; provides required assistance.
- Completes a minimum of 40 hours in-service training annually.
- Participates in quarterly Police Physical Efficiency Battery (PEB) Assessment.
- Enhances professional knowledge by attending training in law enforcement, school safety, youth prevention strategies, and other relevant topics.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Certification by a recognized Law Enforcement Academy required; must maintain certification throughout employment.
- Twelve years of Police Officer experience required.
- Three years of School Resource Officer experience preferred.
- CPR certification required; must maintain certification throughout employment.
- First Aid Certification preferred. Obtains certification within one year of employment and maintains throughout employment.
- Fluency in the Laguna language preferred.

**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/School Resource Officer is designated as a High Risk Public Trust (HRT) position.

Job Announcement No. 2017-26 Police/School Resource Officer

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: Mental, Physical, and Psychological Evaluation	X

**Knowledge, Abilities, Skills, and Certifications:**

- 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 law enforcement equipment, including weapons, communication devices, computers, and vehicles.
- Knowledge and proficiency in firearms and firearm safety.
- Knowledge of prevention strategies and ability to develop/maintain open communication with youth/students.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out duties.
- Skill in the development of activities, programs, and prevention strategies for youth.
- Skill in the presentation of educational and recreational activities for youth/students.
- Ability to communicate effectively, both verbally and in writing.
- Ability to develop/establish positive relationships with youth/students of varying social and cultural backgrounds.
- Ability to demonstrate moral character, self-responsibility, and accountability.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to comprehend, retain and recall facts.
- 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.
- Ability to maintain a high level of physical fitness to perform duties under any condition.
- Skill in effective interviewing techniques, problem solving, and conflict resolution.
- 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.

## Job Announcement No. 2017-26 Police/School Resource Officer

### **Work Environment:**

Work is generally performed outdoors where exposure to natural weather conditions and various dust and mist occur. Work will be performed in various school settings in addition to regular Police Officer duties. 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 available for emergencies. Travel is required for training, meetings, 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**