

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-14**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Police Officer / Open Space
OPENING DATE:	February 20, 2019
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 Sergeant, the Police Officer / Open Space ensures safety, security and the protection of life, natural resources, and property by maintaining law and order, enforcing laws, codes, ordinances, and regulations. Addresses community problems by fostering open and continuous communication and cooperation. Ensures a safe environment for citizens who visit tribal open spaces. 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:

- Performs all duties of Patrol Officer to enforce all tribal Laws, Ordinances, Codes, and Regulations.
- 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 open space areas, fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of a crime where assistance is needed.
- 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 routine checks of local businesses, residences, and government agencies to ensure the safety of 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 to include hunting, fishing, game, livestock, and other related activities or 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.
- Monitors and enforces wood cutting/hauling violations.
- Handles acts of vandalism, poaching, trespassing, looting, and other inappropriate acts.
- Assists Natural Resources Program personnel with wildlife surveys and investigations related to livestock, and other related situations reported to their office.
- Inspects correct livestock brands for ownership prior to leaving the POL for sale or trespass livestock rounded up by any association.
- Issues notices of public sale and trespass of gathered livestock, as indicated in the Grazing Ordinance.
- Repairs broken fences, water catchment "drinkers" and other damaged property and documents completion.
- Conducts, or assists in, search and rescue for lost individuals or escaped prisoners.
- Attends training classes and seminars on topics related to open spaces and related law enforcement activity.

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- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Applies the Pueblo's Core Values and Workforce Values to support Workforce Excellence.
- Performs other duties as assigned.

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), Intoxiyzer, 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/Open Space 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, Skills, and Abilities:

- Knowledge of traditional form, functions, and structure of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county, local laws, regulations and requirements.
- Knowledge of law enforcement/regulatory agencies, departmental staff, Pueblo Officials, and the public.
- 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.
- Skill in use of equipment, including weapons, communication devices, computers, and vehicles including 4x4 trucks and off-road vehicles.
- Skill in proficient use of firearms and firearm safety.
- 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.
- Ability to communicate effectively in the English language, both verbally and in writing. Fluency in the Laguna language preferred.

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- 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.
- 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, 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.

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@pol-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 Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES