

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-67**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Police Officer / Highway Criminal Enforcement
OPENING DATE:	September 2, 2021
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety / Law Enforcement
SALARY RANGE:	NE-13; \$40,706 – \$61,069

Position Summary:

Under direct supervision of the Criminal Investigations Sergeant, the Police Officer/HCE ensures safety, security, and the preservation of life and property of the Community by maintaining law and order and enforcing laws and ordinances. Fosters open and continuous communication and cooperation with residents of Pueblo communities and with other relevant state, federal and tribal programs. 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:

- Patrols assigned areas and addresses any suspicious and/or establishments.
- Responds to incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
- Assists at police scenes with other public safety organizations.
- Conducts complex narcotic investigations with focus on the disruption/interdiction of drug distribution networks and criminal enterprise impacting Indian Communities.
- Interviews and interrogates victims, witnesses, suspects, prisoners, and all persons involved with a case.
- Conducts searches, seizes, and maintains proper evidence chain of custody.
- Provides analytical support to track drug cases, evaluate intelligence and trend data on drug related issues that impact Indian Country.
- Ensures case management and determines scope, timing, and direction of investigations.
- Prepares comprehensive search and arrest warrant requests for judicial processing; executes approved warrants.
- Appears in various courts to present evidence and/or testimony.
- Prepares case reports for submittal to the Pueblo Prosecutor, District Attorney's Office, United States Attorney, and/or other relevant offices.
- Provides drug related training and technical assistance to law enforcement programs operating in Indian Country.
- Maintains required certifications; maintains and enhances professional and technical knowledge by attending relevant training and workshops.
- Complies with mandated medical physicals, physical fitness assessments, and completes a minimum of 40 hours in-service training annually.
- Establishes and maintains cooperative relationships with other law enforcement agencies.
- Promotes communication and cooperation with community members via special events, programs, and positive presence within communities.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Certification by a recognized Law Enforcement Academy required. Three (3) years of work experience in the law enforcement field required. CPR certification required. Drug Criminal Interdiction Investigation, Narcotic Investigation, Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar, Firearms, Traffic Crash Investigation, and Crash Reconstruction certifications preferred. General Instructor Certification preferred. 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 Officer/HCE is designated as a High-Risk Public Trust (HRPT) 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	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the principles and practices of police/law enforcement, including narcotic investigations and interdiction.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of law enforcement public relations activities.
- Knowledge of and skill in use of law enforcement equipment, including weapons, communications, computers, and vehicles.
- Knowledge of investigation techniques to gather and preserve evidence.
- Knowledge of the Pueblo’s geography, road locations, and reservation boundaries.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with the public, co-workers, and other like agencies.
- 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 maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to adjust to varying work schedules and to the psychological and physical stress of law enforcement work including surveillance, covert, and undercover operations with minimal supervision.
- Ability to make intelligent and effective decisions in routine and emergency situations.
- Ability to prepare accurate reports and present detailed and objective oral presentations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Ability to comprehend, retain, and recall information.
- Ability to integrate training, experience, and common sense to identify potentially dangerous situations and make effective logical decisions.

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- Skill to be persuasive and tactful in controversial situations.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- 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.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparation of comprehensive narrative and statistical reports.

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 polemployment@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