

POSITION DESCRIPTION: POLICE OFFICER

GENERAL PURPOSE

The Police Officer performs a variety of law enforcement work associated with patrol, traffic control, and routine investigations.

SUPERVISION RECEIVED

Works under the direct supervision of the Police Sergeant

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols the Yavapai-Apache Nation community, including off-road sites, in a radio-equipped vehicle to preserve law and order by discovering/preventing the commission of crimes and enforcing State and Tribal Laws and Ordinances.
- Respond to calls involving automobile accidents, robberies, assaults, fights, domestic disturbances, and other criminal activities and civil complaints.
- Secure crime scenes, identify witnesses, conduct preliminary investigations, and generally re-establish law and order at the scene.
- Prepares statistical activity reports, complaints, affidavits, and other legal/technical documents.
- Enforces Traffic Laws and Ordinances by checking vehicle speed and issuing warnings and/or citations as appropriate.
- Prepares reports to document the facts of an incident and facilitate the apprehension prosecution, and conviction of the perpetrator.
- Supports and interfaces with other employees and Tribal Members.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various Nation work groups.

MINIMUM QUALIFICATIONS

- High School Diploma or GED required.
- Arizona Post Certified required; Bureau of Indian Affairs Certification a plus.
- Knowledge of Police operations, principles and practices, including investigating, patrol, communications, records, public relations and crime prevention.

- Must have a valid Arizona Driver’s License and be insurable with the Nation’s auto insurance policy and sustain insurability throughout the duration of employment.
- Ability to communicate effectively with different age groups.
- Ability to make effectively presentations on controversial topics.
- Evidence of continuing educations to maintain any required Certification/License and update knowledge and skills.

PHYSICAL REQUIREMENTS:

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting, where noise levels should be minimal, with occasional direct response to incident scenes where noise may be extreme. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

The employee is frequently in the field performing assessment of protection needs and subject to various conditions of terrain, weather and animals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date