



Job Title: POLICE OFFICER/RANGER

Department /Office: Hopi Resource Enforcement Services
Reports to Whom (title): HRES Police Sergeant
Salary / Hourly Range: 33
Job Classification Code: 7720
Level of Background Check: 1A
FLSA Status: NON- EXEMPT; Full-time, Part-time, Temporary
Driving Required: Yes
Revision Date: 01/07/2013

JOB DESCRIPTION:

The Police/Ranger is unique law enforcement officer who is responsible for enforcing Federal, State and Tribal laws and ordinance and the prevention of crime and protection of life and property.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive. Any one position of this class may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

1. Enforcement of all Tribal, State and Federal criminal and traffic laws (such as United States Codes or 25 CFR as applicable, including all tribal ordinances); enforcement of applicable game and fish laws and ordinances. Patrols a designated area of the Hopi reservation and New Lands on foot, or in a police cruiser to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic or any violations of tribal ordinances (Wildlife, woodland, livestock, archeological).
2. Enforce fish and game laws and regulations (for example, checking sports and commercial licenses, hunting, trapping, and guiding licenses, subsistence permits, game and fish bag limits, and methods or means of taking fish and game). Testify in court in both civil and criminal cases
3. Protection of all private, public and government property on the reservation. Implementation of programs to prevent crime and delinquency. Answers calls and complaints involving fire, automobile accidents, thefts, assaults, disorderly conducts, wildlife poaching, theft of livestock and other misdemeanors and felonies. When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; maintains surveillance over persons and places suspected of vice operations.
4. Patrol services on/off roadways throughout all districts and villages within the boundaries of the Hopi Indian reservation. At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court. Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.
5. Conducts accident investigations providing first-aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.
6. Receive training in methods of arrest, baton, use of firearms and specialized police equipment, offensive and defensive tactics, precision driving and field techniques.
7. Maintains continual law enforcement and prevention services twenty-four (24) hours per day, seven (7) days per week. Issues traffic tickets; directs traffic on accidents scenes or community events.
8. Cooperate with Federal, State and local jurisdictions in the apprehension and detention of wanted persons with other agencies where law enforcement activities are involved.
9. May attend public meetings, churches, schools and other places of public gatherings to explain the activities and functions of the Hopi Resource Enforcement Services to engender positive community relations.
10. Serve all warrants and other court processes immediately, as directed by Tribal, State, and Federal courts; write case reports, prepare cases and testify in court
11. Perform other related duties as assigned to meet the goals of HRES and the Hopi Tribe.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education: High School diploma or GED.

2. Required Knowledge, Skills and Abilities:

Police/Ranger is unique law enforcement officers who are required to enforce the Tribal, State and Federal laws. Police/Ranger's are frequently placed in a position of physical and mental stress. It is a "business necessity" that officers exhibit a history and characteristics of honesty, integrity reliability, interpersonal skill, judgment, tolerance and stability. Individuals must be able to perform all of the essential job functions unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, strength and stamina. Receive training in methods of arrest, baton, use of firearms and specialized police equipment, offensive and defensive tactics, precision driving and field techniques. Ability to understand and interpret complex statutes, ordinances, regulations and standards. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others. Ability to handle sensitive and hostile public contacts. Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken. Ability to understand and carry out oral and written instructions. Ability to write and speak effectively. Ability to develop skill in the use and care of firearms. Good general intelligence and emotional stability. Willingness to cooperate with officials and other police officers. Willingness to learn and increase skill in police work.

ADDITIONAL REQUIREMENTS:

1. Must be at least 21 years of age, never been convicted of a felony or have been convicted of a misdemeanor (other than minor criminal traffic offense) within a period of one (1) year preceding application or never been convicted of an act of domestic violence involving a weapon or serious injury; experience as a Police Officer will be considered.
2. Pass background check and fingerprint clearance as a condition of employment. Successfully pass a written test, physical agility test, oral boards, background investigation, to include a polygraph and psychological and medical exams.
3. Possess Arizona Police Officer Standards Training (AZPOST) Certification by the State of Arizona, or successfully attend and complete an authorized Police Academy to attain said certification as condition of employment.
4. Required to qualify for a Tribal Driving permit. Valid state driver's license with proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application.
5. Must complete 'Statement of Personal History and Application for Certification' form on the AZPOST website and submit with application. Salary based on prior law enforcement experience (Police laterals)