



POLICE SERGEANT

Hopi Law Enforcement Services

Reports To: Police Lieutenant

Salary Range: 57

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 09/16/2019

INTRODUCTION

Under general direction of a Police Lieutenant, this supervisory position performs administrative and supervisory police work including planning, organizing, directing, staffing, coordinating, reporting and budgeting.

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.)

ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following: A Police Sergeant performs first-line supervision of the activities of sworn and/or non-sworn personnel on a shift who are engaged in patrol duty, Community Action Team, traffic regulatory activities, criminal investigations, community relations, crime prevention activities, internal investigations, and in-service training activities. A Police Sergeant frequently participates in the work performed by subordinate officers, and may become involved in situations requiring extreme physical exertion. This class is responsible for performing related duties as required. Specific work instructions are received from police Lieutenant on new assignments, but a Police Sergeant work independently in performing regularly assigned duties and assume complete charge in the event of the absence of a lieutenant. Work is performed in accordance with federal, state, and tribal laws as well as departmental policies, procedures, and general orders. Work is reviewed by inspection, through verbal and written reports, and by results achieved. A Police Sergeant may be subject to rotating shifts depending on assignment.

1. Responsible for enforcing all tribal, state and federal laws governing the Hopi Reservation and New lands. Monitor, assist and request for tribal, state and federal search warrants, may require testifying in court. Performs investigation into criminal & civil violations, grazing disputes, natural, cultural, tribal, state and federal laws. Secures crime scenes, gathers evidence, interviewing suspects and witnesses. Assist local state and federal agencies in apprehension and detention of wanted persons.
2. Assist the Police lieutenant in planning, organizing, staffing, directing, coordinating, reporting and budgeting. Keeps the Chief of Police apprised on important matters; accepts the responsibility of his command; maintains an acceptable performance level; schedules personnel according to workload and crime trends; follows through on assignments to see that subordinates are effectively carrying out the mission; maintains high degree of integrity in public and private life so command effectiveness is not compromised; is consistently reliable in his/her judgment.
3. Effectively handles grievances and disciplinary matters at his/her level of command; actively assists subordinates at major crime scenes, incidents or disasters; strives to attain goals and objectives set out by Chief of Police; assumes command of entire department during the absence of the Chief of Police; assists staff in the formulation of policy and procedures.
4. Effective in handling citizen complaints against subordinates, policy & procedure or performance; investigates citizen complaints objectively; monitors officer's response to citizen complaints; maintains proper records; maintains a working file to effectively administer his/her assignment; submits monthly and annual reports; monitors all reports to see if they conform to department guidelines
5. Provides input for improving quantity and quality of performance; provides research and development for the department; prepares factual, clear, concise written reports with specific recommendations; Keeps all departmental personnel apprised of any changes to Tribal Ordinances, State Statutes or Federal Laws.
6. Makes immediate initial investigation into any allegations of misconduct, abuse, or complaint against department personnel by citizens or other Police Officers; provides proper notice to department personnel under investigation.
7. Promotes positive community relationship with the public, schools, Hopi Tribal departments, churches and any other places of public gathering by explaining the functions and services of the Hopi Law Enforcement Services (HLES). Work with villages, communities and schools to implement crime prevention and juvenile delinquency programs.

8. Supervises patrol activities during an assigned shift, including assigning staff, reviewing reports, and riding patrol as necessary; reviews reports, complaints, affidavits, And other related documents prepared by subordinate officers.
9. Resolves day-to-day operational issues and questions arising from staff and the public.
10. Trains subordinate officers in various law enforcement policies, procedures, and techniques, to maintain/improve the efficiency, effectiveness, and professionalism of Hopi Law Enforcement Services.
11. Perform other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Criminal Justice, Police Science or closely related field;

AND

Training: Completion of Basic Law Enforcement Training Academy (AZ POST) and Basic Supervisory Training;

AND

Experience: A minimum of five years consecutive experience as a Police Officer from the date the member graduated from the police academy;

OR

Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the rules and regulations of the Hopi Law Enforcement Services (HLES) and of pertinent tribal ordinances, state and federal laws; good knowledge of the principles and practices of modern police administration including patrol, traffic administration, or criminal investigation and identification; good knowledge of the types and uses of firearms, good knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work; knowledge of submitting and requesting a tribal, state and federal search warrant; good knowledge of the physical layout of the Hopi reservation and adjoining areas, and the locations requiring special police attention; ability to understand and execute difficult oral and written directions and to deal courteously and firmly with the public; ability to command the respect of officers and assign, instruct and review their work; ability to write clear and comprehensive reports; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; good physical condition; knowledge of First aid and CPR; knowledge of Hopi culture and traditions; knowledge of livestock identification and description (equines, bovines, ovine).

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements. Proof of driving record (39 month MVR) must be submitted with application.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must complete/pass a polygraph examination.
6. Must not have any felony convictions.
7. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months of application.
8. Must complete and pass annual medical examinations.