



POLICE OFFICER RECRUIT

Hopi Law Enforcement Services

Reports To: Police Sergeant
Salary / Hourly Range: 42
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 01/24/2020

INTRODUCTION

The Hopi Law Enforcement Police Officer is responsible for enforcing Federal, State and Tribal laws and ordinance and the prevention of crime and protection of life and property. The Recruit is entry level and must be able to obtain an Arizona Police Officer Standards Training (AZPOST) certification.

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.)

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.
2. 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).
3. 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.
4. 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.
5. 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.
6. 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.
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. Attends public meetings, churches, schools and other places of public gatherings to explain the activities and functions of the Hopi Law 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 Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School diploma or GED equivalency;

AND

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 and an Indian Police Academy certification is acceptable.
2. Successfully pass a written test, physical agility test, oral boards, Arizona Police Officer Standards Training (AZPOST) background investigation, to include a polygraph and psychological and medical exams, must be able to meet AZ POST drug standards.
3. Must attend and complete an Arizona Police Officer Standards Training (AZPOST) Academy by the State of Arizona, to attain said certification as a condition of employment.
4. Must complete 'Statement of Personal History and Application for Certification' form on the AZPOST website and submit with application.

KNOWLEDGE, SKILLS AND ABILITIES

- Police is unique law enforcement officers who are required to enforce the Tribal, State and Federal laws. Police 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.
- 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.

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 be able to meet AZ POST drug standards.
6. Must not have any felony convictions.
7. Must complete and pass annual medical examinations.