



## **POLICE RANGE ASSISTANT**

Hopi Law Enforcement Services

Reports To: Police Sergeant  
Salary Range: 38  
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Developed: 9/01/2020

### **INTRODUCTION**

The Police Range Assistant drives alone in a police unit and responds to Police dispatch-based calls for service, conducts investigations, and writes reports for a variety of calls not requiring Police Officers presence including, but not limited to inspections, referrals and reported criminal incidents involving the natural resources. When necessary, Police Range Assistant will also work with Police Officers and DNR staff investigating various crimes and other activities. When there are no calls to handle, Police Range Assistants will continue to monitor the range land/natural resources and respond to pending referrals.

### **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. Assist with the basic functions and program operations.
2. Handles and secures Property and Evidence.
3. Become knowledgeable with the Hopi Code and all Hopi Tribal Ordinances.
4. Assist with completing forms and documents for impoundments along with care, feeding and watering of impounded livestock and conducting inspections.
5. Learn the proper operations of the Police Radio system.
6. Conducts patrols on the Hopi Ranch lands and work accordingly with Police Officers on situations requiring assistance.
7. Assist a Police Officer with the documentation and posting of impoundment notices of identified trespass livestock.
8. Prepare and submit repair order documents on identified cut boundary and drift fence lines, dirt filled cattle guards, illegal green tree wood harvest and other related field operations incidents.
9. Attend public meetings, school and other public functions upon the request of the supervisor.
10. Provides education and information on range activities, functions and delivers public announcements sent out from Hopi Law Enforcement Service.
11. Effectively report to his/her immediate supervisor in the event of job related activities, accidents and major events.
12. Wear a uniform and associated equipment while on duty.
13. Testify in court.
14. Establish and maintain effective working relationships with DNR staff and the general public.
15. Appropriately handle situations involving disgruntled, hostile, or impaired persons until assistance can arrive.
16. Effectively, professionally, and courteously communicate with diverse groups of people, both verbally and in writing, often under stressful circumstances.
17. Tactfully handle situations with citizens while demonstrating mutual respect for people at all levels.
18. Distinguish criminal from civil matters using Federal and State Laws and Tribal Ordinances.
19. Perform other related duties as assigned to meet tribal/program goals and objectives.

### **MINIMUM QUALIFICATIONS**

Education: High School diploma or GED equivalency;

AND

Training/Experience: Six (6) months working with livestock i.e. horses, cattle, sheep, goats, donkeys, llamas;

AND

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the geography of the Hopi Reservation, villages and new lands.
- Fluently read, write, speak, and comprehend English.
- Interviews victims, witnesses, and reporting parties to obtain information necessary to conduct a complete and thorough investigation and compile a written police report.
- Conducts area searches on foot or in a vehicle.
- Answers questions to a variety of inquiries over the phone and in person, to provide information on policies, procedures, ordinances, laws and resolve questions or problems related to areas of assignments.
- Research and respond to citizens request in person or by phone in accordance with Federal, State laws and Tribal Ordinances.
- Ability to handle physical and mental stress.
- It is a "business necessity" that Range Assistants 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, and if applicable may require and maintain certification, for use of specialized equipment such as ATV's, trucks pulling livestock trailers, flatbeds and water trailers; methods of 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.
- Good general intelligence and emotional stability.
- Willingness to cooperate with officials and other police officers.
- Willingness to learn and increase skills.
- Ability to understand or learn the handling of livestock, i.e. horses, cattle, sheep, goats, donkeys, llamas. Effective horsemanship skills and riding of horses in working situations is highly considered.

## **NECESSARY SPECIAL REQUIREMENTS**

1. Must be 18 years of age.
2. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
3. 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.
4. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
5. Must be able to pass mandatory and random drug & alcohol screening.
6. Must not have any felony convictions.
7. Must not have any pending court cases misdemeanor or felony.
8. Must complete and pass annual medical examinations.