



HUALAPAI TRIBE
Human Resources Department
P.O. Box 179
Peach Springs, Arizona 86434
(928)769-2216
(928)769-2343 fax

JOB ANNOUNCEMENT
POLICE OFFICER-lateral
(\$40,000 per annum)

DEPARTMENT: Hualapai Nation Police Department

RECRUITMENT OPENS AND CLOSE: OUF

DEFINITION

Under general supervision, performs a range of duties which require police knowledge and skills. On many occasions, incumbent may be required to make independent judgment and on-the-spot decisions. Incumbent will be required to enforce tribal, state and federal laws against Indians and non-Indians on the Hualapai Reservation.

ESSENTIAL FUNCTIONS

- Responds to calls concerning felonies and misdemeanors. Among the most serious types of criminal activity dealt with are: illegal drugs, burglary, robbery, assault, rape and homicide. Must pursue, apprehend, disarm, arrest and detain suspected criminals;
- Responds to a variety of calls concerning emergencies such as traffic accidents, drunk driving, confrontations, altercations and disorderly conduct;
- Makes arrests in cases of crime personally witnessed on reservation lands, both Native and Non-Native Americans for violations of Tribal, Federal, and State laws; takes persons arrested to appropriate facilities for booking and formal charging;
- Maintains law and order by patrolling in a patrol vehicle, bicycle, ATV or on foot, investigating suspicious situations or activities, taking action as appropriate;
- Where serious crimes or personal injury traffic accidents are involved, determines necessary action, administers first aid, notifies appropriate authorities, safeguards scenes, identifies and obtains information from witnesses and develops investigative leads;
- Appears as a witness in cases before Tribal, Federal, State, and/or County courts for prosecution of violations of laws or regulations on Indian land or involving Native Americans or government property; serves tribal, state and federal warrants, subpoenas and other court papers;
- Performs such assignments as working radar on highways, participates in night surveillance, participates in traffic and crowd control activities, using a breath analyzer to determine degrees of intoxication, and operating other equipment which calls for fully developed police skills;
- Photographs, preserves, collects and identifies physical evidence, diagrams crime scenes; seized controlled substances, evidence including fingerprints, blood and body fluids, recovers stolen property;
- Interview witnesses; interrogates and observes suspects;
- Prepares and submits reports of incident, arrests and traffic accidents; prepares clear and complete activity/arrest reports and statistical reports as required submits to proper supervisor(s) on a timely basis;
- Serves as a training officer as directed, providing indoctrination and instruction to other law enforcement personnel;

- Participates in various police programs such as block watch, crime prevention outreach, drug awareness, schools, sports, etc.; identifies and addresses repetitive problems in assigned areas in cooperation with law abiding residents utilizing available community resources; and
- Participates in various special functions such as investigations, SWAT team, negotiating team, firing range; etc.
- Incumbent may be called to perform other duties as required.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

- Ability to analyze, evaluate and organize information for the preparation of clear and objective investigative reports;
- Required to work other than normal duty hours, which may include nights, weekends, holidays and/or overtime;
- Ability to plan and carry out assigned responsibilities following general instructions;
- Ability to exercise sound judgment in carrying out responsibilities, some which will involve sensitive in Federal, State, County and tribal relations;
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public; have excellent communication skills and participate in community policing practices; and
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

MINIMUM QUALIFICATIONS

- Be a citizen of the U.S.
- Be 21 years of age upon completion of the academy;
- Possess a high school diploma or the equivalent;
- Have a valid driver's license and must maintain a good driving history;
- Is of good moral character;
- Has not been convicted or pled guilty to or entered a plea of no contest to any felony charge or, within the 3-year period immediately preceding his/her application, to any violation of any federal or state law, or local ordinance relating to crimes such as aggravated assault, theft, driving while intoxicated, possession and/or use of controlled substances or other crime involving moral turpitude and has not been released or discharged under dishonorable conditions from any armed forces of the United States; and
- Is free of any physical, emotional, or mental condition that might adversely affect their performance as a law enforcement officer or prohibit them from successfully completing a basic law enforcement training academy required by AZPOST.
- Required to serve one-year probation beginning at the initial hire date.

ACCEPTABLE EXPERIENCE AND TRAINING

- High School diploma or GED equivalent
- Arizona P.O.S.T. Certified or any state P.O.S.T. certification
- Valid State driver's license

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Hualapai Tribe is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Hualapai Tribe is an Equal Opportunity Employer.