

## **POLICE OFFICER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty involving general police work in the protection of life and property through the enforcement of tribal, state and federal laws and regulations; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Patrols assigned area of the Navajo Nation for the prevention of crime and enforcement of all applicable criminal, traffic, narcotics and liquor laws; carries firearms; responds to calls for service involving crimes such as robberies, assaults, homicides and narcotics violations; responds to general public service calls for civil or societal problems; issues traffic summons, warnings and vehicle equipment repair orders; makes arrests; searches suspects for weapons and evidence; advises suspects of rights.

Completes and maintains various reports and other documentation related to assigned police activities; responds to calls involving traffic accidents, criminal and other violations; investigates and secures crime scene; interviews witnesses; interrogates suspects; takes photographs and/or diagrams crime scene as needed; seizes controlled substances, evidence and recovers stolen property; provides backup and assists other police units.

Transports suspects to station; prepares documentation and executes search warrants; serves court orders and arrest warrants; testifies in criminal and civil courts as required; maintains peace and public order at community events and public gatherings; promotes community oriented policing through community interaction; participates in crime prevention, gang awareness and safety activities through presentations at community meetings, educational institutions, public and private groups; selects, directs, trains and maintains canines as required; attends and participates in training and employee development activities.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of modern police administration and methods.

Knowledge of departmental rules and regulations and applicable federal, state, local and tribal laws and ordinances.

Knowledge of the standards by which the quality of police services is evaluated.

Knowledge of the practices and methods of law enforcement, criminal investigation and identification.

Knowledge of all types of firearms, communications equipment and automobiles used in law enforcement.

Skill in analyzing situations quickly and objectively to determine the proper course of action.

Skill in maintaining calm during emergencies.

Skill in the use of assigned weapons.

Skill establishing and maintaining effective working relationships.

Skill in verbal and written communication.

Ability to enforce laws tactfully, firmly and impartially.

Ability to prepare technical reports and correspondence.

Ability to make community presentations, crime prevention activities, gang awareness, and implement the Community Oriented Policy concept.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires the ability to pass the physical fitness standard as put forth by the Bureau of Indian Affairs (BIA) for police officers. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and successful completion of an approved Basic Law Enforcement Training Program.

**PREFERRED QUALIFICATIONS:**

- An Associate's degree in Criminal Justice or related field.
- Possess Special Law Enforcement Commission (SLEC).

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Must be age 21 by the completion of approved Basic Law Enforcement Training.
- Possess current Arizona or New Mexico Peace Officer Standards and Training (POST) certification or equivalent out-of-state certification.
- Possess a valid state driver's license.
- Successful completion of job-related testing.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent who possesses an equivalent out-of-state certificate must obtain POST certification in Arizona or New Mexico and a Special Law Enforcement Commission within one (1) year of date of hire; and must be in compliance with the Federal Domestic Violence Act.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.