

## **Gila River Indian Community**

### **Job Description**

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#### **POLICE OFFICER**

##### DISTINGUISHING FEATURES OF THE CLASS:

The Police Officer is responsible for enforcing Federal, State and Tribal laws and ordinance and the prevention of crime and protection of life and property.

##### ESSENTIAL FUNCTIONS:

- Maintain continual law enforcement and prevention services twenty-four (24) hours per day, seven (7) days per week. This includes police services in and around Federal facilities occupied and operated by the Bureau of Indian Affairs personnel located on the Gila River Indian reservation, such as school buildings, offices, residences, warehouses and in general all federal facilities and property.
- 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.
- Protection of all private, public and government property on the reservation.
- Implementation of programs to prevent crime and delinquency.
- Patrol services on/off roadways throughout all seven (7) districts within the boundaries of the Gila River Indian reservation.
- 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.
- Cooperate with Federal, State and local jurisdictions in the apprehension and detention of wanted persons with other agencies where law enforcement activities are involved.
- May attend civic club meetings, churches, schools and other places of public gatherings to explain the activities and functions of the Gila River Indian Community Police Department to engender positive community relations.
- Perform other related duties as assigned.

##### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of Federal and State statutes, codes and ordinances to be enforced.
- Knowledge of equipment used in law enforcement, including weapons, and on board vehicle terminals.
- Ability to understand and interpret complex statutes, ordinances, regulations and standards.
- Ability to analyze problems quickly and take appropriate and effective action.
- Ability to handle sensitive and hostile public contacts.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

##### REQUIRED EXPERIENCE AND TRAINING:

High School diploma or GED.

##### ADDITIONAL REQUIREMENTS:

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.

Pass background check and fingerprint clearance as a condition of employment.

Successfully pass a written test, physical agility test, oral boards, background investigation, to include a polygraph and psychological and medical exams.

Possess Arizona Police Officer Standards Training (AZPOST) Certification by the State of Arizona, or successfully attend and complete an authorized Police Academy to attain said certification as condition of employment.

Required to qualify for a Tribal Driving permit.

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**Classification Code: PO003**  
**Grade: 30**  
**Non-Supervisory, Hourly Position**

**Approved: 07/01/2011**  
**Base Pay: \$23.18**  
**Reports to Chief of Police or designee**