



JOB DESCRIPTION

Job Title: Police Officer	Department: Law Enforcement
Reports to: Police Sergeant	Employment Status: Non-exempt, Full-time, Sensitive
Classification: (Do not fill in)	Supervisory Status: None
Date Approved: (Do not fill in)	Driving Classification: Moderate
Salary, Minimum:	Mid-level: Maximum:

Summary: The employee will perform law enforcement services involving the protection of life and property. This is accomplished by enforcing Tribal, Federal and State laws. The work is regulated by Fort Mojave Tribal Police Policy & Procedures, Fort Mojave Human Resources Policy & Procedures and Bureau of Indian Affairs Policy and Procedures. Assignments include uniformed patrol, technical and staff services, administration, investigative work and any other assigned duties. Work tasks require the exercise of initiative and independent judgment. The employee responds to calls for service that may be routine or emergency in nature. The employee may be potentially exposed to situations that can result in injury or loss of life. Work assignments and instruction are received from superior officers that evaluate and monitor the employee. The work is performed using rotating shift assignments, irregular hours, holiday assignments and on-call status.

Primary Duties and Responsibilities:

- Patrols assigned areas by foot, bicycle, motor vehicle or watercraft.
- Responds to calls for service.
- Conducts property checks on homes and businesses.
- Stops and questions suspicious persons.
- Arrests, detains and transports persons taken into custody.
- Assist with the receiving, searching, fingerprinting, photographing and bonding of prisoners.
- Secures, investigates and collects evidence at crime scenes.
- Interview victims, witnesses and suspects.
- Prepare official reports and criminal complaints.
- Prepare and serve arrest warrants.
- Prepare and serve search warrants.
- Conduct follow-up investigations.

- Appears and testifies in civil/criminal courts when summoned.
- May act as a School Resource Officer.
- Conducts traffic accident investigations.
- Enforces traffic laws and issues citations.
- Control the direction of vehicle traffic.
- May perform safety inspections on commercial vehicles.
- Provide mutual-aid to other law enforcement agencies
- Assist other governmental entities.
- Provide security and crowd control at special events.
- Conduct search and rescue operations.
- May be assigned to special duties.
- Must maintain all training standards and certifications

Qualifications: The requirements listed below are representative of the knowledge, skills and abilities that the employee must have or perform satisfactorily.

- Must have a high school diploma or G.E.D. equivalent.
- Must be a minimum of 21 years of age upon graduation from an accredited Arizona Basic Police Officer Academy.
- Must be a U.S. citizen or be authorized to work in the United States.
- Must be able to read, write and speak the English language.
- Must pass an extensive background check
- Must pass a physical abilities test. (POPAT)
- Must pass a written exam.
- Must pass a psychological exam.
- Must pass a polygraph exam.
- Must pass a medical exam.
- Must have a valid driver's license.
- Must have an acceptable driving record and be insurable per F.M.I.T. policy.

- Must meet all Arizona Peace Officers Standards and Training hiring standards.
- Must possess basic math skills.
- Must have or be able to learn basic computer skills.

Once trained, must be able to utilize a variety of equipment, i.e. firearms, batons, handcuffs or other restraints, electronic control devices, chemical agents/pepper spray, two way radios, computers and telephones.

Supervisory Responsibilities:

- None

Work Environment: The following work environment characteristics are representative of those an employee may encounter in the course of work.

- Exposure to extremely hot or cold weather.
- Blowing dust, sand or smoke.
- Sudden and loud noises.
- Exposure to hazardous materials.
- Close proximity to heavy equipment and moving vehicles.
- Exposure to blood born or airborne pathogens.
- Exposure to domestic animals.
- Exposure to feral wildlife, reptiles and insects.

Physical Demands: The following physical demands described here are representative of those an employee may encounter while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Run, walk, crawl, jump, kneel and climb on/or over various types of even or uneven surfaces. Climb up/or down stairs, ladders, walls and fences of various heights.
- Detect objects or persons using sight, sound, smell or touch.
- Stand, lay or sit for extended periods of time.
- Ability to maintain balance after being pushed or shoved.
- Ability to use hands and feet in defensive or offensive tactical situations.

- Drag or carry the weight of an average size adult.
- Maintain physical control in stressful situations.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.

My signature below indicates that I have reviewed this job description and have received a copy of it.

Employee Signature

Date

Department Head Signature

Date

HR Director Signature

Date