



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Police Officer
PAY GRADE: NE11
FLSA STATUS: Non-Exempt
DEPARTMENT: Public Safety
REPORTS TO: Sergeant/Police Chief

GENERAL PURPOSE:

Maintains and enforces law and order in and for the community of Taos Pueblo by protecting life, property and the rights of the individual citizens.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Patrols tribal roads and state highways within the boundaries of the Taos Indian Reservation to enforce traffic laws and assist motorists in distress. Patrols by vehicle and/or foot.

Enforces Taos Pueblo Law and Order Code and the state of NM state code, charges and books arrested person, or issues citations when appropriate and completes necessary paperwork.

Responds to dispatch calls for residents and investigates criminal or civil misdemeanors, traffic accidents involving personal injury and/or property damage, vandalism, and burglary.

Performs crowd and traffic control.

Testifies in court to present evidence or testify against persons accused of criminal activity.

Conducts investigations in vice activities, narcotics, traffic, burglary or reported incidents as assigned.

Conducts routine checks of local businesses, residences, government agencies, and properties.

Provides transports for prisoners to and from detention facility.

Completes all reports timely in a legible and accurate manner; enters data into system.

Assists other agencies as needed.

Works various shifts including nights, weekends, and holidays.



Attends routine and specialized training classes and seminars of law enforcement methods and techniques.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Certified Law Enforcement Officer; BIA or DPS Basic Certificate; NM waiver certificate. Must be 21 years of age. One year law enforcement, security or dispatch/detention experience. Tiwa speaking preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
- Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles. Proficient in firearm safety.
- Skill in problem solving, human relations, and time management.
- Skill in directing investigative, community and public relations, crime prevention, and support activities.
- Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to work extended hours and various work schedules, including evenings, weekends and holidays.
- Ability to respond to community issues and concerns with a high level of sensitivity.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
- Ability to make intelligent and effective decisions in routine and emergency situations.



- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee occasionally is required to stand; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

Work is generally performed in a vehicle or outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote areas, with unimproved dirt roads and trails. Situations may occur where prolonged sitting, standing, driving, walking, or waiting is required. Exposure to hazardous, uncontrollable and life threatening situations will occur. Evening and/or weekend work may be required.

EMPLOYEE’S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee’s Signature

Date