



## EMPLOYMENT OPPORTUNITY

**Z-12-02**

Bulletin No.

**February 2, 2012**

Issuing Date

**February 16, 2012**

Closing Date

**Police Officer II**  
*POSITION*

**NE-Level 8**  
*GRADE & SALARY*

**FT/Tenured**

**Public Safety**  
*DIVISION*

**Zuni Police Department**  
*PROGRAM*

**Zuni, NM**

**GENERAL DEFINITION:**

Serves in the Patrol Division as a patrol officer performing a full range of law enforcement services and duties to control traffic; prevent crime, disturbance of peace, and domestic violence; and arrest violators.

**SUPERVISION RECEIVED:**

Duties are performed under the supervision of the Police Sergeant who assigns work and areas of patrol and keeps incumbent informed of changes in laws, regulations and ordinances. The incumbent works with a high degree of independence and is required to make instantaneous decisions in emergency situations to protect lives and property, prevent crimes and maintain order. Patrol activities are reviewed for appropriateness, soundness and conformance to laws, regulations and acceptance work practices. Investigative and incident reports are reviewed for completeness, technical accuracy and compliance with established procedures.

**SUPERVISION EXERCISED:**

May be assigned occasionally as an acting supervisor.

**DUTIES:**

- 1. Patrols areas of assignment in patrol vehicle, on bicycle and on foot to enforce various laws.**
  - a. Familiarizes self with the Zuni Reservation, Jurisdiction, the Criminal Code, Domestic Violence Code, and the Motor Vehicle Code.
  - b. Responsible for the enforcement of Federal, State and Tribal traffic and criminal codes, laws, ordinances and statutes.
  - c. Responds to 911 calls and other police service requests as either the first officer or as a backup.
  - d. Investigates domestic violence, suspicious situations, and/or persons and taking appropriate action.
  - e. Conducts investigations of crashes, misdemeanors, and minor crimes;
    - i. Calls for backup officers and emergency vehicles (Zuni Fire Department and EMS).
    - ii. Administers first aid, secures the scene, obtains physical evidence, seeks out and questions witnesses and suspects, takes detailed measurements and photographs.
    - iii. Issues citation or makes arrests as appropriate.
    - iv. Prepares detailed investigative reports.
  - f. In the case of major crimes, unattended deaths, and serious crashes involving deaths, controls the scene until investigators arrive then assists in investigations as required.
- 2. Apprehends individuals, writes reports, and attends related court hearings.**
  - a. Takes person into custody for booking, fingerprinting, photographing and filing formal charges as necessary.
  - b. Prepares and submits reports of incidents, detailed investigative reports, and daily activities and other narrative and statistical reports as required.
  - c. Testifies at hearings and trials in Federal, State, and Tribal courts.
- 3. Provides related services associated with police work.**
  - a. Disperses unruly crowds at public gatherings.
  - b. Coordinates traffic and crowd control for funerals, ceremonies, parades, traffic around fires & other disruptions, and other large gatherings.
  - c. Responds to calls for assistance from sick or injured persons and administers first aid.
  - d. Accompanies social and child protective services workers in child abuse or battered family cases.
  - e. Serves or processes a variety of civil papers, such as summons, subpoenas, eviction notices, execution and restitution papers, and the like.
  - f. Transports prisoners (both adults and juveniles) and mental patients in the Pueblo and in and out of the Zuni Reservation as required.
  - g. Sets up and conducts roadblocks to check for compliance with Tribal and State motor vehicle codes or to locate wanted persons.
  - h. Participates in drug raids and surveillance operations.
  - i. Delivers death and emergency messages.
  - j. Checks on the welfare of people who live in isolated reservation areas and conduct welfare checks on homebound elderly.
- 4. Performs other duties as necessary or delegated by the supervisors.**
  - a. Provides on-the-job training to new recruits as determined by the supervisor.
  - b. Attends and passes required quarterly firearms training and other periodic training or conferences on new or amended laws, rules and procedures.
  - c. Maintains uniform for a clean, orderly, professional appearance.
  - d. Maintains weapons and other equipment in good working order.
  - b. Ensures that the assigned patrol vehicle is cleaned and serviced periodically and that any repairs are accomplished as needed.
  - c. Provide educational information and presentations to the local schools and community.

**For an application or for more information please call the Zuni Human Resources Department @ (505) 782-7086  
OR visit our website @[www.ashiwi.org](http://www.ashiwi.org)**

### **MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS & ABILITIES:** Thorough knowledge of law enforcement methods and procedures, and of the techniques used in police work, such as traffic control, investigations, crowd control, riot control and armed and unarmed defense procedures. Good and complete understanding of applicable Federal, State and Tribal laws; familiarity of Tribal laws and game and fish laws appropriate to the Zuni Reservation; jurisdictional boundaries, rules and relationships in McKinley county. Good knowledge of the constitutional protection afforded individuals, including laws concerning search and seizure, questioning or arrest, the difference between felonies and misdemeanors. Good knowledge of and competence in the use of all firearms used in performing the work of the position: knowledge of and competence in specialized law enforcement techniques used in building and vehicle searches, protection of dignitaries, sensitive surveillance operations and advanced investigative techniques; skill in the use of defensive tactics to protect self and others; considerable degree of negotiating skills and ability to deal with all types of people in both sensitive and highly dangerous situations; Knowledge of the provisions of the Privacy Act and disclosure procedures as they apply to the release of information on an investigation, witness or suspect. Skill in the use of radio and wireless communications equipment in the patrol vehicle and as a relief dispatcher. Good knowledge of breathalyzer equipment and procedures for administration to persons suspected of intoxication; and Good knowledge of first aid, including C.P.R. and use of requirement supplied for each purpose. Ability to establish working relationships between fellow co-workers, tribal employees, the general public, and outside agencies.

**GENERAL REQUIREMENTS:** U.S. Citizen, 21 years of age. Must not have any felony convictions or any type of conviction involving moral turpitude.

**LICENSE AND CERTIFICATES:** Valid New Mexico Driver's License with no DWI/DUI convictions within the past three (3) years. Must be fully insurable for liability insurance purposes. **Driving is an essential part of the duties.** New Mexico State Law Enforcement Academy Certification and Bureau of Indian Affairs Law Enforcement Academy Certification as a Police Officer.

**TRAINING & EXPERIENCE:** Must have three (3) to six (6) years of experience as a law enforcement officer. Must be certified by the Bureau of Indian Affairs and State of New Mexico as a law enforcement officer. Must be certified in ASP Baton, Basic Defensive Tactics, Basic Keyboarding, CPR, Customer Service, Defensive Driving, First Responder, Haz-Mat Awareness and Operational Training, Intoxilyzer 8000, Firearms Training, First Line Supervision, Officer Survival, Pepper Spray, Basic Homicide Investigation training, Basic Interviewing and Interrogation training, and Stress Management.

**WORKING CONDITIONS & PHYSICAL DEMANDS:** On-call 24 hours and willing to work shifts, weekends and holidays. Must be willing to relocate within a reasonable amount of time from the date of employment or after completion of probation. Full use of the body and extremities to bend, stretch, sit, walk, run, jump, crawl, squat, etc. Good reflexes of the arms and hands in order to draw and shoot side arms quickly and accurately. Considerable physical strength and agility to pursue suspects on foot, make arrests and restrain suspects when resistance is encountered. Good mental and physical health. Good vision and hearing; deficiencies correctable by use of glasses and/or hearing aid devices are acceptable. Physical strength to make searches involving traversing difficult terrain on foot, to remove heavy objects presenting safety hazards such as fallen trees and rocks or dead animals. Ability to defend self and others from physical and armed attacks. Will be required to participate in monthly physical fitness battery.

**CONDITIONS OF EMPLOYMENT:** Must pass a conditional post-offer-of employment physical examination. Must pass a conditional post-offer-of employment psychological evaluation, physical agility test and written test. Subject to annual post-offer-of employment physical examination. Position is subject to Pre-Employment drug testing. Position is Safety Sensitive and is subject to random drug screening for duration of employment, in compliance with Pueblo of Zuni Drug Free Workplace Policy.

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### **SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questionnaire will be used as part of the evaluation to determine whether or not you are qualified for the **Police Officer II** position.

You should consider appropriate work experience, volunteerism, outside activities, awards, training, projects and education when addressing each of the items below. You may also want to provide specific examples, incidents, projects, or events that you took part. An example of a good response would be to **expand** (explain in greater detail) on the information that is identified in your application.

On a separate sheet of paper, address each of the following items in narrative form:

- 1. Knowledge of and competence in specialized law enforcement techniques used in building and vehicle searches, protection of dignitaries, sensitive surveillance operations and advanced investigative techniques**
- 2. Knowledge of applicable Federal, State and Tribal laws.**
- 3. Knowledge in negotiating skills and ability to deal with all types of people in both sensitive and highly dangerous situations.**
- 4. Knowledge of the provisions of the Privacy Act and disclosure procedures as they apply to the release of information on an investigation, witness or suspect.**

Make sure that each sheet you submit has the following information.

1. your signature
2. date
3. bulletin number
- 4.

Hand written responses are acceptable. It is not necessary to have your Supplemental Questionnaire typed.

**Application with Supplemental Questionnaire MUST be submitted BEFORE 4:30 p.m. on the closing date.**