



## **JOB DESCRIPTION**

### **\*\*\*LAW ENFORCEMENT\*\*\***

**Job Title:** Police Recruit  
**Dept./Division:** Law Enforcement Division  
**Unit:** Patrol Unit  
**Job Family/Class:** Sworn Law Enforcement Series  
**Supervised By:** Police Sergeant  
**Employee Type:** Hourly  
**Pay Grade:** PR

#### **NATURE OF WORK:**

The fundamental reason this classification exists is to serve as an entry-level trainee class for general duty police work. Employees in this class are required to attend an AZ POST Police Academy. After successful completion of the Police Academy, employees are promoted to the class of Police Officer and undergo Police Officer Field Training Program, which must be successfully completed.

#### **ESSENTIAL FUNCTIONS:**

- Patrol a designated area of the Pascua Yaqui Indian Reservation accompanied by a certified police officer to learn the area, laws and jurisdictional issues.
- Interview persons with complaints and inquires, and attempts to make proper dispositions and/or refers individuals to appropriate agencies and authorities for assistance as needed.
- Answer calls for service.
- Conduct preliminary investigations.
- Prepare required reports and documentation accurately, complete, legible and present detailed, accurate and objective oral presentations and response to questions.
- Conduct follow-up investigations on cases and conduct special investigations for other agencies as assigned by supervisor, or investigations.
- Appear in court to present evidence and testify against person(s) accused of crime; perform some clerical functions.
- Perform some administrative staff and technical assistance duties, which include public speaking, police programs and activities, and conduct public information programs as assigned.
- Attend all mandatory staff meetings and training, specialized training classes and seminars.
- Perform other duties of a similar nature or level as requested by supervisor or director.

#### **ESSENTIAL KNOWLEDGE AND SKILLS:**

##### **Knowledge of:**

- Law enforcement and public relation activities;
- Department policies, rules, regulation procedures and unit functions. Federal, State, and Tribal Criminal Codes and Ordinances;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

##### **Skills in & Ability to:**

- Prepare clear, concise, accurate and complete written and oral reports;
- Exercise of judgment in relating to people and adjusting to fluctuation situations;

- Interview and obtain personal information and statements from witnesses and victims;
- Acquire knowledge of police methods, practices, procedures and techniques and apply this knowledge to specific regulations;
- Comprehend, retain and recall factual information;
- Demonstrate moral character, honesty, tack, fairness and lack of prejudice and desire to help when dealing with people;
- Maintain a professional image in all circumstances within the community and outside of your assigned duty areas;
- Maintain uniform attire or personal dress in a professional manner that reflects positively on the department;
- Accept the danger and stress, regimentation, discipline and time demands of police work;
- Make effective logical decisions based on: honesty, tack, fairness, and lack of prejudice and desire to help when dealing with people;
- Make effective logical decisions and exercise the appropriate measure of tack;
- Effectively perform the duties of a Police Recruit;
- Communicate efficiently and effectively both verbally and in writing;
- Establish and maintain effective working relationship with associate personnel and public;
- Demonstrate cultural sensitivity;
- Complete the selected AZ POST Academy;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

High School Diploma or G.E.D. Certificate;

**Additional Requirements**

- Required to be knowledgeable and able to correctly use a TB Mask and other precautionary equipment;
- Twenty-one (21) years old or older;
- Must possess and maintain a valid Arizona driver's license and a good driving record;
- Must be a citizen of the United States;
- Must not have been Dishonorably Discharged from the United State Armed Forces;
- Must successfully complete and pass a full background check, including drug testing, fingerprint check, medical examination by a licensed physician, and psychological screening;
- Must not have been convicted of a misdemeanor, or any criminal offense involving moral turpitude in Arizona, or any Federal and State jurisdiction, where the commission of such a criminal offense would be a misdemeanor as defined by Arizona Revised Statutes, other than minor traffic violations within the previous one (1) year period;
- Must not have been convicted of a crime or misdemeanor, or be under a court order, that would restricts the ability to possess firearms;
- Must not have any felony convictions.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's license.

**BACKGROUND CHECK:**

- Must have a FBI, BIA, Tribal Court and an *Arizona POST Clearance*, which includes a Level 1 Arizona Clearance Card. Failure to maintain a current clearance from the aforementioned agencies will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing, repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing, walking and stand for long periods of time. Incumbent must be able to work in inclement weather or weather extremes, may be confined to patrol car for an entire shift, may be exposed to hazardous materials, infectious disease, blood borne pathogens, steam, car battery acid, loud noises, smoke and fire.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**In addition to meeting P.O.S.T. requirements, must be able to:**

- Pass a medical examination including vision screening and drug testing; must obtain immunizations and medical tests as required to be able to work in patient care and high risk areas;
- Demonstrate that he/she has a good driving record;
- Meet written departmental standards on appearance/grooming.

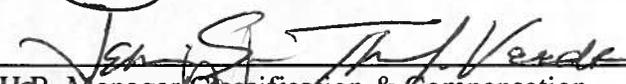
**This position will require the incumbent to work non-traditional hours, nights and weekends.**

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

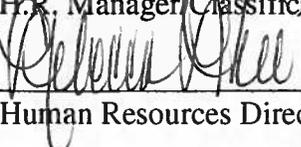
Review and Approved by:

  
\_\_\_\_\_  
Department Head and/or Designee

06-30-14  
Date

  
\_\_\_\_\_  
H.R. Manager/Classification & Compensation

7/1/14  
Date

  
\_\_\_\_\_  
Human Resources Director

9/1/14  
Date