



## **Patrol Officer**

**DEPARTMENT:** Police Department

**SUPERVISED BY:** Patrol Sergeant

### **DEFINITION/PURPOSE:**

Enforces tribal, state and federal laws and regulations to protect life and property and serve the Fort McDowell Yavapai Nation.

### **ESSENTIAL FUNCTIONS**

Essential functions may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **DUTIES AND RESPONSIBILITIES:**

Ensure that officers are involved in Community Based Policing programs and activities that are consistent with the department's Mission Statement, Vision and Goals.

Patrol community in prevention of crime; responds to calls for service involving criminal activity; interprets and applies laws, regulations, policies and procedures; investigates complaints; apprehends suspects; searches, inspects, transports and takes custody of prisoners; interviews suspects and witnesses; secures crime scene; collects evidence and facts; files reports as directed by federal, state or tribal legal requirements; testifies in court as witness and/or reporting officer to crime; prepares appropriate documentation of shift activity including logs, reports and forms.

Maintains a high involvement in community based policing programs; seeks innovative solutions to problems and encourages partnerships with other groups; responds to general public service calls; makes decisions based on analysis of situation and facts; works with private citizens and outside agencies to solve community and neighborhood problems and concerns; presents oral presentations to citizens groups and businesses concerning public safety; identifies areas of potential crimes or unsafe conditions; recommend and take corrective actions; performs other duties as assigned or required.

### **KNOWLEDGE, ABILITIES, SKILLS:**

- Knowledge of Community Based Policing principles and practices
- Knowledge of law enforcement practices and procedures.
- Knowledge of proper firearm handling techniques.
- Knowledge of Tribal, State and Federal laws and regulations.
- Skill in analytical, objective observance of situations and quick decision making.
- Skill in managing situations firmly, courteously, tactfully and impartially.
- Excellent communication skills, both oral and written.
- Skill in recording information accurately and succinctly.
- Knowledge about radio communications, records database, and privacy and security laws.
- Skill with Microsoft Office software.
- Skill in establishing and maintaining effective and cooperative working relationships with other departments within the Fort McDowell Yavapai Nation; other interested parties at the Local, Tribal, State and Federal level, and the public.

**MINIMUM QUALIFICATIONS/EDUCATION:**

1) AZ Post certification 2) Prior police experience 3) Physically capable of performing assigned duties 4) Experience in Community Based Policing 5) Current AZ drivers license and meet FMYN insurance standards 6) Experience in cultural diversity preferred 7) Must pass a background check 8) Must pass a psychological exam and a polygraph test 9) Must pass a pre-employment drug screen 10) Must be free of derogatory information subject to the Henthorn Federal Ruling 11) Must successfully complete a six month probation period.

**OTHER REQUIREMENTS**

This position requires exposure to hazardous and/or dangerous situations during the course of work. Please fill out the Arizona Peace Officer Standards and Training Board Statement of Personal History (Notarized), Medical Examination Report and the Medical History Questionnaire forms at [www.azpost.state.az.us](http://www.azpost.state.az.us) Please submit with your application.

**PAYRATE:** \$52,000.56 to \$62,400.68 Per Annum (DOE)

**POSITION STATUS:** Regular, Full-Time

**OPEN DATE:** August 20, 2019

**CLOSE DATE:** September 3, 2019

**SUBMIT APPLICATION TO:**

Fort McDowell Yavapai Nation Human Resources Dept.  
Attn: Recruiter  
PO Box 17779  
Fountain Hills, AZ 85269  
Phone: 480-789-7138  
Fax: 480-816-0419  
Email: [recruiter@ftmcdowell.org](mailto:recruiter@ftmcdowell.org)

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN  
AND COMPLETE A BACKGROUND CHECK  
WHICH WILL REQUIRE FINGERPRINTING**