



Hualapai Nation Police Department
P.O. Box 490
Peach Springs, Arizona 86434
Office (928) 769-1024 Fax (928) 769-1027

"Protectors, Providers, Peace Keepers"

April 24, 2018

**HUALAPAI NATION
JOB VACANCY ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Domestic Violence/Sexual Assault Investigator
DEPARTMENT: Hualapai Police Department
CLASS: Regular, Full Time, Non-Exempt
SALARY: \$45,000/Yr. to \$50,000/Yr.
OPENING: Continuously
CLOSING: O.U.F.

POSITION SUMMARY:

Under general supervision of the Deputy Chief or designated Supervisor(s), performs work of moderate difficulty in conducting investigations of domestic violence and sexual assault cases from planning through fact finding to reporting results of investigations. Performs the duties of a police officer as needed and related work as assigned in concert with the department "Policing from the Porch" philosophy of community policing. The Domestic Violence/Sexual Assault investigator conducts investigations of domestic violence and sexual assault occurring on or within the immediate exterior boundaries of the Hualapai Reservation.

CLASS CHARACTERISTICS:

This sworn law enforcement class performs all non-supervisory assignments found in the Hualapai Police Department. Successful performance of the work requires continued development and maintenance of strong working relationships between the Hualapai Police Department, all tribal, state, federal programs, service providers and community. Must be an excellent communicator and problem-solver; a highly motivated individual with the ability to act as a team leader to help facilitate services and team adjudication of investigations of domestic violence and sexual assaults. This class distinguished from

Police Officer level in that the latter conducts investigations involving domestic violence and sexual assault crimes specifically.

ESSENTIAL FUNCTIONS:

- Conducts investigations of all domestic violence/sexual assault crimes that are in violation of the Tribal Law and Order Code, U.S. Code, Federal Statues, State Statues, and other laws applicable within Indian Country.
- Prepare initial, supplemental and final reports of all investigations in a clear, logical, concise and impartial manner;
- Investigates and arrests on reservation lands, both Native and Non-Native Americans for violations of Tribal, State, and Federal Laws;
- Works with the Tribal Domestic Violence/ Sexual Assault Prosecutor, United States Attorney's Office, County Attorney's Office, and the Tribal Domestic Violence/Sexual Assault program coordinator.
- Determines scope, elements and directions of investigations: reviews police officer referrals;
- Provides technical assistance, guidance and training to law enforcement staff and agencies regarding domestic violence and sexual assault;
- Appears as a witness in cases before Tribal, State and Federal courts for prosecution of violations of domestic violence and sexual assault crimes;
- Secures and executes search warrants appropriate to crime scene and all other circumstances relevant to on-going investigations; maintain proper chain of all seized evidence; coordinates the processing of all evidence with appropriate crime laboratories;
- Photographs, preserves, collects and identifies physical evidence, diagrams crime scenes; seize controlled substances, evidence including fingerprints, blood and body fluids, recovers stolen property;
- Interview witnesses; interrogates and observes suspects;
- Recruits, cultivates and maintains informants and decoys for use in support of criminal activities;
- Assist in planning, coordination and conducting of training programs regarding investigative techniques and policies for the police department staff; and
- Other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Considerable knowledge of law enforcement procedures and techniques and of the principles and techniques of criminal and civil investigations;
- Extensive experience in interviewing and interrogation techniques;
- Knowledge and understanding of court procedures and rules of evidence applicable to court testimony;
- Knowledge of methods and patterns of criminal operations and the availability and use of modern detection devices and criminal laboratory services;
- Knowledge of tribal, state and local laws pertaining to school attendance and loitering.
- Skill in use of firearms, ability to defend self and subdue suspects as necessary;

- Ability to analyze, evaluate and organize information for the preparation of clear and objective investigative reports;
- Ability to plan and carry out assigned responsibilities following general instructions;
- Ability to exercise sound judgement in carrying out responsibilities, some which will involve sensitive in Federal, State, County and tribal relations;
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public; and
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

MINIMUM QUALIFICATIONS:

- Five (5) years Police Officer experience; and a minimum of three (3) years' experience as an Investigator with Federal investigation preparation and presentation; or
- An Associate's degree in Criminal Justice or related field; and a minimum of five (5) years Police Officer experience; or
- An equivalent combination of education, training and experience which provides the capabilities to perform the described duties.
- Must be a certified, commissioned law enforcement officer.
- Must successfully pass a full background investigation, polygraph examination and drug testing.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human resources Department must receive a completed application by 5:00 PM on the closing date.**

FEB 1/26/18