



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

## **POSITION DESCRIPTION**

**Position:** Police Officer (6) – Quechan Police Department

**Salary:** \$24.00 per hour

**Opening:** Monday, June 6, 2022

**Closing:** Open Until Filled

**SUMMARY:** Under general supervision, patrols, investigates, responds to calls for service, enforces laws, prevents crimes and educates citizens according to area of assignment

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

### **JOB DUTIES AND RESPONSIBILITIES**

- Enforces Federal, State and Tribal laws, codes and ordinances
- Responds to service calls from citizens regarding accidents, criminal or civil acts, or need for assistance
- Primary responder to all 911 emergency public safety calls for service, including Hazmat
- Patrols assigned areas to deter or detect criminal activity
- Investigates accidents and prescribes enforcement action based on investigation and interviews with victims, witnesses, and participants
- Conducts criminal investigations including the gathering and preserving of evidence, interrogation of suspects or criminals and interviewing victims and witnesses
- Educates students, parents, citizens, neighborhoods and community groups on crime prevention, bicycle safety, safe driving, Driving Under the Influence of Drugs and Alcohol, child and adult safety precautions, awareness of environment, dangerous situations, drugs, and community resources and support available to individuals and families
- Develops and distributes educational and informational materials related to area of assignment
- Identifies crime problems and initiates action to address them
- Maintains and prepares case reports and daily logs of activities in assigned areas
- Prepares cases for traffic, criminal and civil court actions with prosecuting attorneys
- Testifies in court to evidence gathered and presented
- Participates in specialized duties according to area of assignment
- Drafts search warrants and conducts searches as assigned

- Detains, arrests, transports and turns over suspects and criminals to jail or detention officials
- Serves Order of Protection, Harassment Orders, Arrest Warrants and collects fines
- Gives presentations to a variety of audiences in schools, community organizations and at special events
- Resolves routine problems encountered in performance of work assignments, and performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Federal, State and Tribal safety laws, statutes, rules, regulations and guidelines
- Law enforcement trends and modern police practices and procedures
- Arrest, evidence collection, search, seizure and crime scene investigation laws, rules, guidelines and methods
- Local geography and street addresses
- Business English, spelling, and general office practices
- Police radio, dispatch and communication practices and procedures
- CPR and First Aid methods and procedures
- Computer hardware, software and peripherals to enter, retrieve, research and manage databases
- Customer service methods and techniques.

### **SKILLED IN**

- Understanding and following written and oral instructions
- Effective oral and written communications
- Soliciting information from emotional or angry individuals
- Enforcing civil and criminal laws, codes, regulations, operational standards and mandates
- Responding to and managing emergency calls for service and critical incidents
- Following established operational procedures when chasing, arresting, and transporting criminals and suspects
- Investigating, interrogating and interviewing suspects to deter, stop or resolve criminal activities
- Establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires working rotating shifts and extended workdays outside the regular working hours, overtime, and call-out assignments. Work requires data entry, public speaking, vision, hearing, regular standing, walking, bending, stooping, running, heavy lifting and carrying, and safely and effectively using tools of the trade (firearms, tasers, etc.). May be exposed to hazardous conditions, extreme weather conditions, infectious diseases, air and water borne pathogens, body fluids, combative and assaultive suspects and criminals. Work is performed in office and field environments. Requires the safe use of a Tribal vehicle while on Tribal business.

**MINIMUM QUALIFICATIONS:** A High School Diploma or G.E.D., must be 21 years of age, and be a U.S. citizen. Must successfully pass a comprehensive background investigation including a polygraph and meet the minimum Peace Officers Standards Training (POST) standards for medical examinations and physical ability. Must maintain an Arizona Peace Officer Standards and Training Law Enforcement Certification and valid Arizona Driver's License. Additional certifications may be required depending on area of assignment.

**Testing Information:** *Applicants who meet the above criteria must also pass a series of examinations that includes:*

- Written and Oral skills exams
- Physical ability test
- Background investigation
- Polygraph examination
- Psychological profile

Non-Arizona Police Officer Standards and Training (POST) Certification applicants will start as a Cadet. Cadets are Fair Labor Standards Act (FLSA) exempt and are not eligible for overtime compensation. Arizona POST Certified Police Officers are FLSA non-exempt positions eligible for overtime compensation.

Current Arizona POST Certified Law Enforcement Officers may be given hiring preference. Verification of certification must be provided at the time of application.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). Applicants claiming Indian Preference must attach certification of tribal affiliation. In other than the above the Quechan Tribe is an Equal Opportunity Employer. All potential employees for the Quechan Police Department must submit to a drug and alcohol test, background investigation and polygraph test.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA 92283  
Telephone: (760) 919-3600 Ext. 280  
Fax: (760) 572-2961**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

**For further questions or to return an application electronically please e-mail us at [hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.