



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-010
LAW ENFORCEMENT
CRIMINAL INVESTIGATOR

Position Title:	Criminal Investigator	Pay Level:	\$70,720 - \$74,880
Position Open Date:	12/16/2022 – Until Filled	Department:	Law Enforcement
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Chief of Police	Location:	Law Enforcement

POSITION SUMMARY:

Responsible for providing law enforcement services to the community within the jurisdiction of the Pueblo of Jemez; coordinates and supervises all law enforcement functions and services of an assigned shift, staff of police personnel or specialized technical police work.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED); AND, seven (7) years law enforcement experience; AND, five (5) years of management-level law enforcement experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Satisfactory completion of the Indian Police Academy (IPA) Basic Police Training; OR, a similar training meeting or exceeding the level of training provided by the IPA

New Mexico State certified or certifiable by waiver

Valid ALCS and CPR certifications

Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina and agility to perform law enforcement duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, bio hazards, gases, noxious odors, and noise and traffic conditions.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of police officers and administrative support staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department; acts as a good steward of the Pueblo's fiscal and law enforcement resources
- Partners with Pueblo of Jemez leadership in provision of community policing
- Acts as Shift Commander to ensure quality customer service is provided consistently and effectively to the people of the Jemez Pueblo; determines personnel and equipment assignments; reviews investigation and arrest reports, and determines disposition requirements
- Establishes proper and efficient scheduling of patrol officers to ensure public safety coverage
- Supervises and participates in the work of personnel engaged in the investigation of crimes and other offenses against persons and property; handles the more difficult and sensitive situations; reviews investigation reports
- Supervises the work of personnel engaged in communications and the preparation and maintenance of a variety of police records and reports on an assigned shift
- Maintains a stand by status for any and all critical incidents that threaten the public safety and which are out of the purview of the on duty police officer
- Ensures all applicable laws, department policies, procedures, rules and regulations are properly enforced and utilized to guide the operational activities of the department
- Acts as liaison between the police department and automotive centers in order to keep all patrol cars in the best running condition at all times
- Reports to the Tribal Administrator on administrative matters, and all Law Enforcement activities and operations in the jurisdiction of the Pueblo of Jemez
- Reports to the Governor on all Law Enforcement activities and operations in the jurisdiction of the Pueblo of Jemez
- Provides technical advice, oral and written briefings, reports and recommendations to management leadership
- Performs patrol duties, including traffic control, preservation of the peace, arrest or apprehension of violators, and assistance to citizens, visitors and employees
- Responds to calls within the exterior boundaries of the Pueblo of Jemez concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State,

local and tribal laws; investigates, apprehends, arrests, and detains all persons charged with violations

- Enforces Federal, State, and Pueblo of Jemez laws and ordinances, rules and regulations relating to law enforcement and the physical protection of citizens, visitors and employees; the protection of property; the protection of the civil rights of all individuals; and the preservation of law and order; serves as a deterrent to crime and other violations of laws, rules, and regulations
- Participates in grant-funded initiatives such as saturation patrols, DWI checkpoints, seatbelt use and underage drinking enforcement
- Make arrests in cases of crime or misdemeanors personally witnessed; takes persons arrested to appropriate authorities for booking or formal charging
- Serves Federal, State, or local or tribal warrants, subpoenas and other court papers; testifies at hearings and trials as an expert witness in Federal, State, local or tribal courts as required
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required
- Initiates action and investigations of all citizen complaints
- Reviews results of investigation and makes recommendations concerning alleged misconduct, accident reports and grievances
- Reviews and approves disposition of disciplinary hearings, criminal and administrative investigations
- Supervises the training of new police officers
- Provides non-enforcement services to the Pueblo of Jemez community i.e. community events, projects and initiatives which may be directly or indirectly related to the function of law enforcement
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required
- Responds to crime scenes as directed by the Chief of Police or requested by patrol officers; performs investigative work
- Performs surveillance of sites and subjects; develops and maintains intelligence data on individuals and organizations known or suspected to be involved in criminal activity
- Provides technical assistance to Pueblo of Jemez police officers
- Testifies in official capacity at Tribal, State, and Federal hearings

REQUIRED KNOWLEDGE AND SKILLS:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline
- Principles and practices of developing teams, motivating employees and managing in a team environment
- Laws, regulations, practices, and procedures of law enforcement and police work
- Tribal, state, and federal criminal laws, including procedures, regulations, guidelines, and precedents related to admissibility of evidence and prosecution

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- Laws, principles, and procedures used in apprehending a criminal suspect, including policies for pursuit and proper use of force and capture
- Investigative techniques to adequately handle complaints and incidents which may entail performing initial investigative actions prior to transferring situation authority to other investigators
- Job planning, prioritizing and scheduling techniques
- Principles and practices of budget development and administration
- Records management principles and practices
- Firearms and tactics utilized in emergency situations
- Applicable safety codes and regulations
- Customer service and public relations methods and practices
- Computer applications related to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Enforce law and order and maintain public safety
- Investigate, analyze facts, and prepare written reports
- Oral and written briefings, reports and recommendations to management
- Training others in policies and procedures related to the work
- Use of the various law enforcement, social services, and tribal agencies in the prevention of crime
- Computer applications related to the work
- Apply rules to factual situations
- Use of firearms
- Safe and effective operation of law enforcement vehicles
- Respond quickly and effectively in emergency situations
- Communicate effectively, orally and in writing
- Perform inspection of equipment
- Following safety practices and procedures
- Developing and implementing goals, objectives, policies, procedures and work standards
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Preparing clear and concise reports, correspondence and other written materials
- Using initiative and independent judgment within general policy guidelines
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Making effective oral presentations to large and small groups

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

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Jemez Pueblo, New Mexico 87024
Or;
Visit the Pueblo of Jemez Website – Careers
www.Jemezpuablo.org

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