

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

*Shoalwater Bay Indian Tribe Law Enforcement is establishing an eligibility list for the position of Police Officer.*

*The following items constitute the Application Packet and are required for you to be considered for this recruitment:*

*Cover letter, Application for Employment and Resume.*

*The Application for Employment and Job Description are available on-line at:  
<http://www.shoalwaterbay-nsn.gov>*

<b>Job Title:</b>	<b>Police Officer</b>
<b>Department:</b>	<b>Law Enforcement</b>
<b>Reports To:</b>	<b>Chief of Police</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Prepared By:</b>	<b>Human Resources</b>
<b>Prepared Date:</b>	<b>10/23/07</b>
<b>Approved By:</b>	<b>HR Director</b>
<b>Approved Date:</b>	<b>10/07</b>

**SUMMARY:** Work involves general law enforcement duties for the Shoalwater Bay Indian Tribe. General enforcement duties include the protection of life and property in the tribal community through the enforcement of tribal laws and codes. Work involves patrolling by vehicle or on foot in assigned areas on assigned shifts, investigates and reports violations of tribal laws, codes and ordinances, issuing warnings or citations; serving warrants or other court processes; seizing equipment used in illegal activities. Work of this class involves, at times, an element of personal danger when confronting violators and making arrest, thus the employee must exercise individual judgment and discretion in meeting emergencies and enforcing ordinances and laws.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Shall report for duty physically fit, mentally alert, neatly dressed and properly groomed, and with the prescribed uniform and equipment.
- Shall maintain clothing, firearm and equipment in a functional, presentable condition, promptly correcting and/or reporting to his/her supervisor any defects.
- Operate an automobile in patrolling assigned areas for the prevention of crime and the enforcement of traffic laws and regulations.
- Knowledge of local, State and Federal laws, codes, regulations and ordinances. Ability to learn Tribal laws, codes, regulations and ordinances.
- Enforces all local, State, Federal and Tribal laws.

- Knowledge of modern law enforcement practice methods.
- Ability to further develop skill in the use and care of a variety of firearms and law enforcement equipment.
- Must be able to communicate clearly; orally and in writing.
- Must be able cope with stressful situations firmly, tactfully and with respect to individual rights and dignity.
- Renders medical/first aid/CPR.
- Requests medical attention when necessary
- Operate assigned equipment skillfully, safely and in conformance with applicable laws or regulations.
- Prepare reports on own activities and incidents.
- Participate in in-service, basic and any other training.
- Maintain department issued equipment.
- Provide security at special events.
- Physical strength and agility sufficient to perform law enforcement work.
- Establish and maintain effective working relationships with other employees, supervisors and tribal officials, members and the public.
- Must be courteous and dedicated to law enforcement work.
- Perform other duties as assigned.

**EXAMPLES OF WORK:**

- Patrols, by vehicle or on foot, in areas within tribal jurisdiction to prevent violations of tribal laws, codes, regulations and ordinances.
- Responds to radio and telephone dispatches and appears at scenes of disorder or crime.
- Operates traffic radar/laser.
- Acts as first responder to fire and other emergencies.
- Notes and reports traffic hazards.
- Controls traffic at scenes of emergencies.
- Investigates reports of violations, issue warnings and citations where appropriate and makes arrests when necessary.
- Makes arrests.
- Issues citations.
- Serves warrants and subpoenas.
- Intervenes in private or public disputes to protect the public and maintain order.
- Seizes equipment and evidence relative to violations for disposition by the courts.
- Presents evidence in court regarding violation of tribal codes, laws, regulations and ordinances.
- Interviews and interrogates persons whose actions are suspicious.
- Assists other agencies and departments.
- Protects the life and property of tribal members within areas of tribal jurisdiction.
- Performs related work as assigned.

**SUPERVISORY REQUIREMENTS:** This position has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Must be at minimum twenty-one years of age. Required to possess and maintain a valid Washington State Drivers License. Requires a High School Diploma or GED. Must have a driving record free of significant or serious moving violations. Must successfully pass pre-employment drug test and background investigation, physical abilities test, polygraph and psychological testing. Possession of Basic Law Enforcement School Certificate issued by the State of Washington Criminal Justice Training Commission preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense understanding during normal and stressful conditions. Ability to compile and analyze data and to prepare a variety of reports.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of Basic Law Enforcement School Certificate issued by the State of Washington Criminal Justice Training Commission preferred.

## **ESSENTIAL COMPETENCIES**

### **Honesty/Integrity**

Always treats others equally and in a professional manner regardless of any bias. Demonstrates and complies with departmental policies and procedures. Accepts accountability for his/her own actions. Accepts constructive criticism. Handles all situations with an ethical course of action. Always takes into consideration how his/her actions affect the community and the department.

### **Responsibility**

Always maintains equipment/work area in proper working order. Receives instruction and is able to follow them completely, no matter how complex. Always follows acceptable Police Officer safety procedures. Always operates vehicles safely and courteously. Obeys traffic laws.

### **Serves Customers (Community)**

Is aware of community events that may affect normal duties. Pays attention in briefings and applies the information to make contacts. Communicates well with victims. Offers them alternatives so that they feel safe. Responds immediately to calls. Has a high level of orientation to the Tribe. Maintains a high level of activity. Works cases thoroughly and does appropriate follow up.

### **Decision Making/Problem Solving**

Is able to reason through complex situations and bring cases to an acceptable conclusion. Maintains a professional demeanor in all situations. Controls feelings and emotions. Is a leader within the shift. Always maintains a productive working relationship with other staff. Works as a team to accomplish tasks. Seldom needs assistance, but asks when needed. Makes decisions after considering all the evidence. Considers source and content of information received.

### **Listening/Speaking**

Is always aware of own radio traffic. Transmits clear and concise information. Follows proper radio procedure. Aware of other Officer radio traffic. Polite and courteous on the radio. Able to get all relevant information from victims or witnesses. Uses compassion and empathy when needed. Uses proper interview and interrogation techniques. Maintains a professional demeanor or and controls emotions. Always communicates in a clear effective manner. Is able to communicate all the information gathered into words to be dictated for a written report.

### **Acquiring Information**

Always collects appropriate information that is needed for reports, i.e. victim, witness, suspect information, etc. Disseminates information accordingly to assist with investigation. Demonstrates a clear understanding of search and seizure rules, i.e. Miranda, search warrants, detentions vs. arrest. Always processes a crime scene for all evidence available. Is able to recognize and collect possible items of evidence. Exhausts all possible leads on cases. Is able to examine conflicting information and reach the correct decision.

### **Negotiating**

Can control most situations with verbal skills. Chooses appropriate verbal techniques for different situations. Applies the appropriate levels of physical force when required. Always selects the right technique for each situation. Is able to de-escalate criminal and non-criminal situations. Demonstrates the ability to determine if an offense has occurred. Always able to come to an appropriate solution for non-criminal disputes, i.e. keep the peace, family disputes and other civil situations. Listens to both sides of the story and offers a solution that is fair and ethical.

### **Writing (Reports)**

Written reports contain all relevant facts to a case. Reports are typed in a logical manner so they are easy to read. Routine forms are accurate and complete, i.e. accident reports, alarm notices, field notes, summons, etc. Always completes reports in an appropriate

amount of time. Completes reports on same day unless otherwise approved. Penmanship is legible and uses correct grammar.

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

While performing the duties of this job, the employee is regularly required to talk and hear to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions. Is frequently required to sit, stand and walk. The employee is frequently required to use hands to finger dexterity, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; utilize arm and hand steadiness and manual dexterity to use weapons necessary to prevent injury or to protect self and others; maintain stamina and tolerance enough to remain physically and mentally alert for short bursts of extremely intense work and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate. Occasionally the employee will deal with irate, abusive and disorderly people; deal with the public in situations involving possible severe physical and personal trauma; have exposure to potentially dangerous people, animals and objects; and have exposure to outdoor weather conditions and moderate noise levels.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.