



JOB TITLE: Police Officer

JOB SUMMARY:

A uniformed police officer performs work involving the protection of life and property, the enforcement of laws and ordinances, the maintenance of order, the investigation of crimes and the reduction of crime. The work is performed in accordance with the Tribe's community-oriented policing practices, Tribal cultural values, and the Department's Standard Operating Procedures ("SOP's"). The position requires consistent attention and commitment to the Department's mission, goals and objectives. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. Personal conduct and behavior must not bring disrepute or unnecessarily endanger the public's trust or confidence in the Department or its members. The position requires a high level of problem solving ability, self-initiative, and the ability and willingness to work a majority of time without direct Supervision.

Major duties involve responding to calls for service, patrolling in a directed manner, deterring and detecting crime, investigating complaints, citing and / or arresting law violators, following up on pending reports and cases as well as protecting persons and property. When not responding to priority calls for service or otherwise directed by a supervisor, the police officer is expected to use self-directed work time in an efficient manner by self-initiating work on neighborhood problems and seeking solutions consistent with the Department mission.

EQUIPMENT / JOB LOCATION / PHYSICAL DEMANDS:

Work conditions vary by shift and assignment. The majority of tasks are performed outdoors while working from a police vehicle, bicycle or on foot. If assigned primarily to investigative follow-ups, the work will involve indoor as well as outdoor tasks. This position includes rotating shift schedules – including day and night shifts - and may require work on holidays. Exposure to human bodily fluids and other potentially infectious and hazardous materials is possible. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Physical flexibility is important because of the need to enter and exit vehicles frequently, search buildings, climb over and around obstacles, and suddenly move out of the way of danger. Mental alertness is important due to the need to make fine distinctions and decisions concerning subtle clues of impending danger and also in discovering inconsistencies in witness or suspect statements. Physical and mental demands may change dramatically within seconds and tax the maximum of human endurance. Therefore, police officers must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvements with dangerous people, animals, and equipment. Exposure to violent human behavior is likely. Frequent use of motor vehicles and firearms is to be expected.

SUPERVISION:

The Tribal Police Officer is ultimately responsible to the Chief of Police but in day to day activities shall be directly supervised by the Sergeant, Corporal or other officer in the chain of command that is responsible for his or her supervision. The Police Officer shall willingly and faithfully perform any and all duties the Chief may order him or her to perform and carry out his or her duties day to day duties in the manner required by the supervisor in charge. All official communications coming to the attention of or initiated by the police officer shall be routed through the established chain of command. Officers shall obey all applicable laws, rules and regulations, and shall be held strictly accountable for any act or omission prejudicial to good order and discipline.

SPECIFIC DUTIES:

1. Patrol within a designated patrol area in a police patrol vehicle, bicycle or on foot to deter and discover crime; do on scene investigations at crime scenes; aid persons in trouble and render appropriate public services as needed.
2. Enforce traffic and parking ordinances and investigates traffic collisions; operate a RADAR or LIDAR unit to discover speed violations; routinely check vehicle identification against current list of stolen vehicles and identification of violator drivers against list of outstanding arrest warrants. Provide traffic control assistance as necessary.
3. Issue citations to violators of Tribal Ordinances and applicable State and Federal Law; serve warrants of arrest; arrests persons on misdemeanor and felony charges; handcuffs and search arrested persons and secures their custody; complete necessary reports concerning the alleged crime, circumstances of arrest and available evidence and witnesses.
4. Respond to reports of possible crime and takes action, as situation requires, to secure the scene; interviews victims and witnesses, gather evidence and arrests suspects; complete incident and arrest reports; investigate persons suspected of being engaged in crime; ascertain and secure evidence pertaining to alleged crimes and arrest suspects when there is probable cause that a crime has been committed.
5. Report to the scene of automobile collisions; administer emergency first-aid and summons aid cars and other patrol units for assistance in treating the injured and controlling the scene; interview principals and witnesses; make general drawings of collision scenes, note details and completes a standard collision report; issue citations or make arrests as the situation warrants.
6. Investigate and assist drivers in stalled vehicles and pedestrians who appear to be hurt or in trouble; interview persons with complaints or inquiries, provide information on applicable law and ordinances and attempt to resolve the problem or to direct them to proper authorities.
7. Investigate family disputes, reports of maltreatment of children and complaints about mentally ill persons; take individuals into custody – when appropriate - or turn

them over to other appropriate agencies including juvenile and medical authorities; preserve the peace during conflicts between individuals and groups and answer all citizen complaints.

8. As directed, perform bailiff duties, hospital details and transfer prisoners to and from jail.
9. Thoroughly investigate reported crimes, including collecting and preserving evidence; interview victims and witnesses; locate, arrest and interview suspects; arranges line-ups for victim and witness identification; gather evidence and conduct necessary searches; develop information pertinent to the investigation and follow that information to a conclusion; prepare case file detailing all aspects of an investigation; obtain and execute search warrants when directed and present to Supervisor and, as appropriate, to Prosecuting Attorney.
10. As directed, develop street contacts to obtain information about crime; maintain contact with paroled criminals and suspects at large; do undercover and decoy work; check known and possible stolen property outlets such as pawn shops and junk yards.
11. Attend internal and external training sessions, as necessary and as directed.
12. Perform specialized duties, depending upon individual officer's background, training and abilities and the needs of the Department.
13. Learn and know the laws and regulations applicable to the jurisdiction in which the officer is performing his duties;
14. Prevent violations where possible and arrest all persons observed violating applicable laws and regulations;
15. Abstain at all times from the use of narcotics and from excessive use of intoxicants and to refrain from engaging in any act which would reflect discredit upon the police department;
16. Refrain from the use of profane, inflammatory, or vulgar language;
17. Use only necessary force in making an arrest, search, or seizure;
18. Keep all equipment furnished in responsible repair and order;
19. Report the loss of any and all property issued to the officer;
20. Use firearms only when necessary in arresting or overtaking a person who has committed a felony or in preventing the commission of a felony against person or property;
21. When commissioned as a General Authority Washington Peace Officer, exercise authority and duties as a State police officer in a manner that is consistent with primary duties as a Tribal police officer.

22. Perform, as directed, any additional duties specified in the department operations manual as approved and adopted by the Senate.
23. Perform such other and additional duties as assigned by superior officers

Additionally, officers will cooperate with outside government agencies when cooperation is consistent with tribal law but shall always bear in mind that their primary responsibility is to the Tribe, the Tribal Community and the Tribal Police Department. Officers shall employ appropriate firmness to ensure obedience to the law but shall at all times be fair and impartial and use tact and patience during contacts with the tribal community and general public.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge and understanding of the problems and attitudes of people of all ethnic and economic groups – particularly Native Americans - in relation to law enforcement agencies.
2. Ability to adapt to shift work.
3. Ability to analyze situations quickly and objectively recognizing actual and potential dangers and to determine a proper course of action.
4. Ability to write clear incident reports, organizing details logically.
5. Ability to read, understand and interpret laws, ordinances, rules and regulations.
6. Ability to cope with situations firmly, tactfully, and with respect for individual rights.
7. Ability to speak well and express oneself clearly.
8. Ability to communicate effectively with a diversity of people, including those with social and behavioral issues.
9. Ability to establish and maintain effective relations with fellow employees and with citizens from all racial, ethnic and economic backgrounds.
10. Ability to develop and maintain competency in the use and care of various firearms.
11. Ability to perform strenuous physical tasks, such as pursuing fleeing suspects on foot and arresting suspects who resist.
12. Ability to learn and use investigative techniques and procedures.
13. Ability to observe and remember details.
14. Ability to complete satisfactorily the prescribed courses in training at the Police Academy.
15. Good driving ability.

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age.
2. Minimum of high school diploma or GED.
3. U.S. Citizenship
4. Valid Washington State Driver's License.
5. Ability to speak and read English.
6. Vision corrected to 20/30 at the time of testing.
7. No felony convictions either as an adult or juvenile.
8. No misdemeanor convictions within one year of appointment.
9. No convictions for crimes of domestic violence, registerable sex offense or dishonesty.
10. Any criminal activity not listed as an automatic disqualification will be evaluated on a case by case basis.
11. No discharge from any branch of the military other than honorable will be considered.
12. Must be able to pass the following:
 - a. Written Examination – pass by 70%; applicant may submit previous test scores taken within the last five years; we will consider your highest score
 - b. Physical agility test
 - c. Oral Examination
 - d. Background Investigation
 - e. Polygraph Examination
 - f. Psychological Examination
 - g. Medical Examination

AT WILL EMPLOYMENT:

The Swinomish Tribe is an at will employer. This means that the Swinomish Tribe and the Police Officer each have the right to end your employment with or without cause.

NATIVE AMERICAN PREFERENCE:

Native American preference applies to the hiring of all employees in accordance with Swinomish Tribal Code Employment Rights (SITC 14-01).