



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE: Police Officer**

**DEPARTMENT: Police Department**

### **POSITION SUMMARY:**

**Reports to: Sergeant or designee**

Swinomish Police Officers are certified, general-authority police officers performing 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 crimes. Police officers provide services and education to the public and perform other related work as required. The work is performed in accordance with accepted, contemporary policing practices and departmental regulations.

This position requires consistent attention and commitment to the Department’s vision and mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The police officer must accept the responsibility to support and promote the department and community’s mission and comply with their directives. Personal conduct and behavior must be such that it does not bring disrepute or unnecessarily endanger the public’s trust or confidence in the Department or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without supervision. Successful performers are those who are capable and willing to make decisions that are consistent with the Department’s vision, mission, goals and objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Major duties involve responding to calls for service, patrolling in a directed manner, to deter and detect crime, investigating complaints, citing and / or arresting law violators, following up on pending reports and cases and 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. The qualified police officer may be required to temporarily assume the duties, activities and tasks of a Corporal or Sergeant, as necessary.

## **MINIMUM QUALIFICATIONS**

- Minimum 21 years of age
- Associate of Arts Degree or equivalent to 60 semester units of college credit (may be waived by the Chief of Police based upon prior job-related experience)
- Have a Washington state driver's license or ability to obtain prior to employment
- Willing to complete a background check, polygraph examination and drug screening prior to beginning employment. No misdemeanor convictions in the past five years, no felony convictions. (Note: certain misdemeanor convictions may be automatic disqualifiers even if they are more than five years in the past, at the discretion of the Chief of Police)
- One year of work experience with a law enforcement agency requiring frequent public contact and the interpretation of complex rules and regulations is desirable.

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

1. Knowledge and understanding of the problems and attitudes of people of all ethnic and economic groups 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 and legal 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 problems.
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 skills in the use and care of a variety of 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. Excellent driving ability.

**WORK ENVIRONMENT AND TIME COMMITMENT**

Work schedule is 40+ hours per week. This is a full-time position, earning overtime for extra hours worked.

Primary functions of this position require excellent physical ability and mobility in order to work in an office and field setting; to walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment requiring repetitive hand movement and fine coordination; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Police Officer is considered to be a “non-standard” hours position, eligible for overtime. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_