



Hopland Band of Pomo Indians Job Description

Position:	Reservation Police Officer
Under the Direction of:	Chief of Police or Tribal Chair
Rate of Pay:	\$25.00 to \$30.00 per hour (DOE)
Hours of Work:	Varies: Includes shift work, weekends, and some holidays

POSITION SUMMARY:

Primary responsibility is patrolling the reservation for the prevention of crime and the enforcement of laws and regulations; writing various reports; responding to calls for service; and performing specialized technical, administrative and/or investigative assignments.

ESSENTIAL FUNCTIONS:

1. Regularly patrols an assigned area; enforces laws and regulations; maintains laws and order within the jurisdiction.
2. Responds to radio messages, telephone instructions and/or citizen's requests to appear at scenes of disorder or crime.
3. Conducts preliminary or follow-up investigations of various, major crimes, including rape, robbery, homicide, narcotics distribution or other incidents; collects and preserves evidence associated with crimes; interviews victims, witnesses, suspects, etc.; arrests suspects; photographs crime scenes; prepares reports.
4. Prepares and serves warrants, subpoenas, judicial processes and/or summonses as required.
5. Testifies in court in connection with criminal prosecutions.
6. Directs traffic, including regulation of vehicle flow, at times of emergency or congestion.
7. Stops drivers who are operating vehicles in violation of laws; issues citations when necessary.
8. Prepares reports of arrests made, investigations conducted and unusual incidents observed.
9. Arrests and/or transports suspects or prisoners to jail, court or other locations.
10. Performs specialized duties such as serving as Personnel Officer, Field Training Officer, and Range Master or as a hostage negotiations team; or others as assigned.
11. Assists other agencies on special assignments.
12. Assists in solving problems as they occur in the field.
13. Assists with crowd control and parades.
14. Assists with problems of juvenile delinquency.
15. Assists in public education programs.
16. Assists the general public with crime prevention measures whenever possible.
17. Attends departmental, training or other meetings.
18. Performs higher level duties in a training capacity.
19. Performs other related duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

MATERIAL AND EQUIPMENT USED:

Firearms, safety equipment, vehicle radios, computer, handcuffs, ASP or similar batons, emergency vehicle.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

1. High School diploma, CHPE or GED.
2. Must not be prohibited from owning or possessing firearms.
3. Be free of any physical, mental or emotional condition that would impact abilities to be a peace officer as evidenced by a thorough background investigation, polygraph and psychological evaluation.
4. Possession of a valid and current regular basic course completion certificate issued by the Bureau of Indian Affairs Indian Police Academy or a training institution certified by the California Commission on Peace Officer Standards & Training (POST) or the equivalent agency in another state.
5. Ability to successfully complete a POST certified basic course re-qualification program.
6. Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

1. Valid California Class C driver's license.
2. CPR and First Aid Certification or the ability to obtain such certifications within 30 days of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Knowledge of current law enforcement policies, practices and methods.
2. Applicable federal, tribal, state and local ordinances, laws, rules and regulations.
3. All computer applications and hardware related to performance of the essential functions of the job.
4. Record keeping, report preparation, filing methods and records management techniques.

Skill in:

1. Using tact, discretion, initiative and independent judgment within established guidelines.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Training staff in position functions.
4. Investigative techniques.
5. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
6. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
7. Testifying in court.
8. Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

1. Ability to establish and maintain effective working relationships with a variety of individuals.
2. Ability to analyze situations, identify potential risks or problems and respond with an appropriate, responsible and effective course of action.
3. Ability to demonstrate an acceptable level of skill and proficiency in the use of firearms.
4. Ability to use/practice defensive tactics.
5. Ability to write reports and correspondence.
6. While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and or move up to 50 pounds.
7. While performing the essential functions of this job the employee is occasionally required to lift and or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons. Working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Language Skills – Should have excellent writing, oral and interpersonal communication skills. Ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs. Ability to write routine reports and correspondence; speak effectively in one-on-one and small group situations.

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical Work Environment 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: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.