

# **Sauk-Suiattle Indian Tribe Job Description**

**Job Title:** Police Officer –Entry  
**Department:** Public Safety  
**Reports To:** Chief of Police or Designated Ranked Officer  
**Status:** Hourly  
**Approved By:** Ronda Metcalf, GM  
**Approved Date:** January 12, 2016

**Summary:** Perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances and will be a part of the Public Safety team. A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger. Employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. The Chief of Police or designated supervisor makes specific work assignments and performance is checked through personal inspections, and review of oral and written reports. With experience and training, officers may be assigned to (based upon department need) specialized assignments including, but not limited to, Task forces, Tactical, Community Relations and administrative or staff functions.

## **Essential Duties and Responsibilities**

Patrols a designated area of the Sauk-Suiattle Indian Reservation and all properties thereof by radio equipped car, snowmobile, bicycle, aircraft or on foot, to prevent, discover, and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations.

Responds to calls and complaints involving fire, automobile accidents, domestic and neighborhood disturbances, assaults, robberies, and other misdemeanors and felonies.

Writes detailed reports on police-related activities.

Interviews persons with complaints and makes proper disposition or directs them to the proper authorities.

Secures crime scenes, administers first aid, CPR, blood born pathogens, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports offenders.

Gives advice and general information to inquiries from the public.

Testifies as a witness in court in connection with arrests and investigations.

Attends periodic training classes in police methods, first aid, CPR, BloodBorne Pathogens, firearms and related subjects.

Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area.

Enters or retrieves data from a computer terminal, PC or other keyboard device.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Other duties as assigned.

### **Additional Requirements:**

This classification requires the use of personal or Sauk-Suiattle owned vehicles on official business. Individual must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license and have an acceptable driving record per the standards of the Sauk-Suiattle Indian Tribe's insurance provider.

Some positions will require the performance of other essential functions, depending upon work location, assignment, or shift.

Must reside within 25 miles of work location

### **Supervisory Responsibility:**

This job 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.

## **Required Experience and Training:**

Citizen of the United States, not less than 21 years of age at time of application; high school diploma or equivalent; valid Washington State driver's license with no pending risk of loss. Be eligible to attend the Washington State Criminal Justice Training Commission; and all requirements of physical condition, behavioral characteristics assessment and any other requirements specified in the examination process including but not limited to completing of extensive background investigation, psychological, and polygraph examination.

## **Education and/or Experience**

High School diploma or G.E.D required.

### **Language Skills**

Employee must have the ability to read and write the English language. Good public speaking skills and interpersonal skills are also required.

### **Mathematical Skills**

Must have good working mathematical knowledge most advantageous to this position.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of PC; Internet software; and Word Processing software.

### **Reasoning Ability**

This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing.

## **Certificates, Licenses, Registrations**

Current driver's license; First Aid/CPR certification; Must be able to be certified, licensed and registered in all equipment necessary in carrying out job duties. Use and properly care for firearms and related emergency equipment.

## **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear. The employee must 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, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**Culturally Sensitive:** This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Duties:** The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLY**