



Nooksack Indian Tribe Job Description

Job Title: Police Officer - Lateral
Department: Law Enforcement
Reports to: Police Sergeant
Job Status: Regular Full Time
Type: Non-Exempt (Hourly)
Rate: \$56,185 per year plus benefits

JOB SUMMARY:

Performs general duty police work in the protection of life, property and the rights of the Nooksack Tribe and individual community members. Officers are expected to act with considerable discretion, sound judgment and cultural awareness in the enforcement of statutes and laws of the Nooksack Tribe using modern police training and methods. Officers shall render emergency assistance to the public in a wide variety of situations; patrol residential, rural and business areas of the reservation and trust lands; perform standard crime and accident prevention.

MAJOR TASKS AND RESPONSIBILITIES:

1. Interact with and serve the Nooksack Community in a professional, patient and compassionate manner.
2. Responds to suspicious activities and answers emergency calls for service.
3. Officers shall enforce Tribal, Federal and State laws; investigate and document crime and traffic accidents; identify and recover stolen property and evidence; and testify in court.
4. Interact effectively and professionally with other Tribal Police Department staff and employees of other Nooksack Tribal Department s and outside agencies.
5. Patrol areas of the reservation in a police patrol vehicle and on foot to deter and discover crime.
6. Respond to and investigates crimes. Protecting the public, gather and preserve evidence and take statements concerning crimes occurring on the Nooksack Reservation and Trust land.
7. Interviews persons with complaints and makes proper disposition or directs them to the proper authorities.
8. Practice officer safety skills to ensure safety of self and others. Handcuff and search arrested persons and secure their custody. Transports arrested persons to court, jail, hospital, and convicted persons to institutions out of the county and out of state as necessary.
9. Accurately complete necessary reports concerning crimes, circumstances of arrest, gathering of evidence and personal information of witnesses and victims.
10. Follows up on cases resulting in offender apprehension and property recovery.
11. Coordinates crime scene control and investigation, including interviews and interrogations, identification of witnesses, photographing, overseeing collection and preservation of physical evidence. Maintains the chain of evidence by properly marking, tagging, and storing in accordance with established rules of evidence and department procedures.
12. Assist citizens by giving information on laws, ordinances, and direction to other authorities or agencies when appropriate. Aid persons who are injured or in distress. Assist other Tribal departments to fulfill their responsibilities by sharing non-confidential information and taking enforcement actions as necessary.
13. Investigate family disputes and reports of maltreatment of children, takes principals into custody as needed, or refer them to the appropriate authorities.

14. Gather and preserve evidence; ensure evidence is properly maintained for use in court. Testify in court concerning their observations, decisions, actions, arrests and child placements.
15. All other necessary law enforcement or emergency service duties as assigned by supervisor.

PREFERENCE:

- Indian Preference Policy applies to this and all positions with the Nooksack Indian Tribe.

MINIMUM QUALIFICATIONS

The following qualifications are **required** for the incumbent to have, in order to be considered for the position.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- High School Diploma or General Education Degree.
- Must be a graduate from a Certified Police Academy.

REQUIRED SKILLS/KNOWLEDGE/ABILITIES POSITION:

- Knowledge of the principles and practices of modern police administration and methods.
- Must have the ability to analyze situations quickly and objectively. Determine appropriate course of action to taken in an emergency. Understand and carry out written and oral instructions and prepare clear and comprehensive written reports.
- Ability to assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Ability to operate a law enforcement vehicle during both the day and nights; in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Ability to memorize and recall details such as names, faces, incidents, and identification of objects. Testify credibly, accurately and without bias in court and other proceedings.
- Ability to listen attentively and communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose of the parties addressed. Read and write in English language.
- Use tact, discretion, respect and courtesy to gain the cooperation of others. Establish and maintain effective working relationships and rapport with suspects, witnesses, and victims of crime, co-workers, supervisor, and volunteers, representatives of other agencies and businesses, other departments, official and diverse members of the public.
- Ability to read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Ability to proficiently operate office and other equipment standard to the area of assignment, such as computers, communication devices protective and emergency equipment.
- Must be willing and able to work variable shifts to include weekends and holidays (days/nights).
- Must be able to communicate in English (write/read/speak).
- Must work well under stressful situations, while tactful and respectful of others.

REQUIRED CONDITIONS OF EMPLOYMENT:

- Must pass alcohol/drug test at time of hire and throughout employment.
- Must pass criminal background check at time of hire and periodically thereafter.
- Must have no felony convictions or misdemeanors involving firearms and/or felonious assault, theft or excess use of alcohol or other drugs.
- Must have no Domestic Violence history or offenses, precluding firearm possession.

REQUIRED LICENSES OR CERTIFICATIONS:

- Must have and maintain throughout employment a valid Washington State Driver's License and meet the insurability requirements of the Tribe. (Must Provide Driving Abstract at time of hire).
- Must be CPR and First Aid Certified within the first 6 months of employment.

PHYSICAL REQUIREMENTS *(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.):*

- Working conditions are primarily performed outdoor in a variety of weather conditions.
- Must be able to swim.
- Frequently required to crawl, kneel, sit, swim, walk, and run.
- Must have the ability to lift 50 lbs., from ground level to chest level.
- Ability to safely operate a patrol vehicle in day light or after hours of darkness and in all types of weather conditions.
- Apply total body strength to safely affect a forcible arrest, carry and operate necessary equipment, and provide emergency rescue assistance when needed.
- May be required to walk, while carrying moderate loads, for extended periods of time.
- Vision requirements to include natural or corrected 20/20 – 20/30 for surveillance and patrolling, close vision, distance vision, peripheral vision, depth perceptions, and ability to adjust focus.
- Hazard of physical attack or injury

DESIRED SKILLS/KNOWLEDGE/ABILITIES POSITION

The following qualifications are preferred/helpful for the incumbent who has these skills/knowledge or abilities for this position.

- Experience working with Native Americans in a Tribal Police Department.

Contact:

Chief Michael S. Ashby at MAshby@nooksack-nsn.gov or (360) 592-9065 for additional details