



# FALLON PAIUTE-SHOSHONE TRIBE OFFICIAL TRIBAL POSITION DESCRIPTION

## POLICE OFFICER

Program: **Law Enforcement**

Salary Grade: **GS – 16**

Supervisor: **Police Sergeant**

Salary Range: **\$21.85 - \$26.08**

FLSA Status:  Exempt  Non-Exempt  Public Safety

Position Type: **Regular Full-Time**

### POSITION DESCRIPTION

Performs Law Enforcement/Public Safety duties by maintaining order, responding to emergencies, protecting people and property within the Reservation and Colony; enforcing motor vehicle and criminal laws within Tribal codes and Nevada Revised Statutes when appropriate; promoting good community relations. If coming from reciprocity state or approved federal program as an equivalent to a Nevada Category I peace officer there are eligibility requirements that will need to be met. Maintain a working relationship with city, county, state and federal allied agencies.

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Patrol assigned areas in a vehicle or by foot.
2. Respond to emergency calls or crimes in progress.
3. Handle routine calls to service preparing daily field activity reports.
4. Monitoring any suspicious activity or ongoing crimes.
5. Enforcing Tribal and BIA 25 CFR Law and Order codes.
6. Enforce motor vehicle and criminal laws within Tribal Code and Nevada Revised Statutes when appropriate.
7. Conduct basic investigations, interviewing suspects and victims.
8. Writing crime reports, record facts to prepare reports to document incidents or activities.
9. Identify, pursue and arrest suspects of criminal acts.
10. Testify in court to present evidence or act as a witness in traffic or criminal cases.
11. Serve arrest, traffic and search warrants.
12. Render aid to accident victims and other persons requiring First Aid for physical injuries.
13. Assist during major emergencies and natural disasters with evacuations and perimeter security.
14. Make death notifications.
15. Transport prisoners.
16. Booking suspects and transporting suspects to the appropriate holding facility.
17. Collecting and processing evidence.
18. Respond to citizens' and visitors' questions.
19. Performing numerous other activities in support of the community policing philosophy.
20. Able to work within the framework of a 24/7 schedule.
21. Other job related duties as assigned by the supervisor.

### KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

1. Principles and techniques of public relations and customer service and community policing.
2. Federal, State and County laws, statutes, ordinances and court decisions related to Police activities.
3. Tribal Law and Order codes, BIA Handbook and 638 contracts.
4. Principles and practices of effective interrogation.
5. Criminal investigation principles, practices and techniques.
6. Weaponry and associated safety practices.
7. Safety and security policies and procedures.
8. First Aid and basic CPR methods.
9. Tribal land and county geography.
10. Computers utilizing standard and specialized software applications.
11. Communicating effectively in oral and written forms.
12. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in particular Native American, in person and over the telephone, often where relations may be confrontational or strained.

Skilled in:

1. Developing and implementing goals, objectives, policies, procedures and safety standards.
2. Interpreting, applying and explaining Federal and Tribal laws, regulations and policies.
3. Cope with adverse situations firmly, courteously and with respect for individual rights.
4. Crime scene preservation and collection of evidence.
5. Operate vehicle safely and effectively in normal and emergency situations.
6. Safe and effective use of firearms, impact weapons and chemical agents.
7. Determining and executing proper course of action under emergency conditions.
8. Using initiative and independent judgement within established policy guidelines.
9. Communicating effectively in oral and written forms.
10. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
11. Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

### **QUALIFICATION REQUIREMENTS – Applicants who hold NV Cat I Certification**

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below 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)*

1. Must have a High School Diploma or GED equivalent, must meet the requirements as set forth in 25 CFR.
2. Must be 21 years of age at the time of hire.
3. Must have no convictions of any crime for which registration in the State of Nevada is required pursuant to NRS 179C.100

**Requirements: All candidates will be required to undergo a full background investigation which will include:**

1. An inquiry to the Department of Motor Vehicles and the appropriate entity in each other state in which the person is known to have resided regarding any driver's licenses the person has held and the driving record of the person;
2. A financial history of the person;
3. The educational background of the person;
4. The history of any military service of the person;
5. A history of each physical address where the person has resided;
6. A drug screening test;
7. A psychological evaluation; and
8. The use of a lie detector as defined for a peace officer being appointed as a category I, category II or reserve peace officer.

**Reciprocity Requirements: For BIA, FLETC, Out of State P.O.S.T. applicants**

1. If the person comes from a reciprocity state or approved federal program as an equivalent to a Nevada Category I peace officer;
2. Basic certification or license has never been suspended or revoked;
3. Less than 60 months has lapsed since leaving the reciprocity state as a peace officer and being hired as a Nevada peace officer, category I;
4. Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his/her performance of the duties of a peace officer;
5. Pass the state physical fitness test battery within 16 weeks of date of hire as a Nevada peace officer;
6. Must successfully complete the 80 hour In-Lieu/On-Line Reciprocity certification training program;
7. Pass the written state certification examination within 12 months of completion of the on-line reciprocity training program.

Even if the person qualifies for reciprocity, the employing agency may require you to attend a full 16 week Basic Academy instead of the Reciprocity Training, once all these requirements are fulfilled, the employing Nevada criminal justice agency can apply for the Basic Certificate.

### EMPLOYMENT INFORMATION

**Fallon Paiute-Shoshone Tribe and Native American/Indian Preference;** Employment preferences to members of the Fallon Paiute-Shoshone and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the Tribe's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment Card/Certification indicating the name of the Tribe they are enrolled with.

**U.S. Veteran's Preference;** Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the Tribe's Personnel Policies.

**Equal Opportunity Employer;** The Fallon Paiute-Shoshone Tribe does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**Drug Free Workplace;** The Fallon Paiute-Shoshone Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screens.

**Driving Record;** Employees must have a valid Nevada Driver's License and be insurable under the Tribe's vehicle insurance program, must also provide a DMV printout annually for those employees who drive Tribal vehicles.

**Background Checks;** All employees must be able to pass a background check per the Tribe's Background Check Policy.

**Position Description Limitations;** this position description does not constitute an employment agreement between the Tribe and the employee, and is subject to change by the Council as the needs of the Tribe and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

### EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Tribe without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

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

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This acknowledgment will be placed in the employee's personnel file.***