



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Tribal Police Officer
Department: Tribal Police
Supervised by: Tribal Police Chief or designee
Pay Range: T-9 \$24.72 - \$34.61/Hr. (\$51,833.60-\$71,988.80 annually) DOQ
FLSA Status: Non-Exempt; Hourly / Regular; Full-Time

Position Summary: Under the general supervision of the Tribal Police Chief, performs a variety of administrative and professional work in assuring compliance with Tribal, State and Federal Law. This is an armed position. Protects and serves residents, visitors, and employees on the Bishop Paiute Indian Reservation through the responsible enforcement of Bishop Paiute Tribal Codes and applicable U.S. Codes, including those federal laws which are concurrent with the California State Criminal Statutes and adjudicated through the Inyo County District Attorney's Office.

Essential Functions:

- Enforce the ordinances and resolutions of the Bishop Paiute Tribe as directed.
- Deliver and serve legal papers as requested by the Tribal Court or Tribal Council.
- Investigate alleged violations of ordinances and resolutions of the Bishop Paiute Tribe.
- Act as bailiff during Tribal Court Sessions and security at public meetings to maintain order.
- Patrols, responds to calls for service including, but not limited to: alarms (fire, burglary, panic), traffic collisions, and criminal activity in progress; enforcing federal and state criminal codes and tribal ordinances; assisting injured and sick individuals; assisting motorists, , securing buildings and property and assisting other agencies as request.
- Serve as Tribal liaison with local, State and Federal law enforcement, upon request.
- Complete reports for all incidents that occur and prepare appropriate documentation for the Tribal Court System.
- Conducts preliminary investigations by responding to calls of criminal activity and accidents; documenting facts and observations according to established procedures, inter viewing victims, suspects and witnesses, generating investigative reports; maintain crime scenes as needed; and directing traffic when appropriate.
- Report individuals in violation of ordinances and resolutions of the Tribal Council.
- Availability to patrol 24 hours, seven days per week, with on call shifts.
- Serves the community by proactively policing reservation, building rapport with residents, visitors and employees; developing crime prevention strategies for recommendations to the Tribal Police Lieutenant or Tribal Police Chief; initiating crime prevention activities; and participating in efforts to educate the general council in crime deterrence and prevention strategies.
- Other duties as assigned.

Supervisory Responsibilities: None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies that are essential functions of this position.

- *Decision Making*-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.

- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and can conduct productive meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Motivated*—the individual inspires himself/herself and others around them to get the job done and follow through on assigned tasks.
- *Adaptability and Flexibility* - the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events; responding positively to change

Experience and Education:

- High School Diploma or GED
- California P.O.S.T. certificate or U.S. Indian Police Academy graduate.
- Minimum of 21 years old
- Valid Driver's License in good standing.
- U.S. Citizen or a permanent resident alien applied and eligible for citizenship.
- No felony convictions
- No misdemeanor convictions which would prohibit the carrying of a firearm
- Knowledge of Public Law 280 and relevant Federal laws.
- Must pass an extensive background investigation to include; Fingerprint, Reference and Criminal Background, Psychological Evaluation, Physical Agilities Test and Physical Examination.
- Work experience with an accredited California law enforcement agency is desirable.
- College coursework in criminal justice is desirable.

Other Requirements:

- Ability to demonstrate self-restraint in challenging and/or difficult situations.
- Ability to effectively communicate with a diverse population.
- Ability to analyze options and choose appropriate course of action.
- Excellent English written composition skills.
- Ability to gather data and information and prepare accurate written reports.
- Working knowledge of investigative techniques and evidence preservation.
- Ability to accept constructive criticism.
- Word processing skills.
- Within 30 days of accepting employment, must be able to establish full-time residency within a **20 minute response time** of the Bishop Paiute Tribe.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- Ability to understand, follow and communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills.
- Must be professional, personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.

- Must comply with the Bishop Paiute Tribe's Driving Policy, Drug-Free Workplace Policy and a Criminal Background Investigation, No Felony or Misdemeanor conviction.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.