



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Tribal Police Officer I - Trainee
Department: Tribal Police Department
Supervised by: Tribal Police Chief
Pay Range: T-6 \$16.48-\$23.07/hr (\$34,278.40 to \$47,985.60 annually) DOQ
FLSA Status: Non-Exempt – Full-time

General Duties: 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. A Police Trainee is a, non-sworn position. Under close supervision, a Trainee participates in a comprehensive training program at a BIA/IPA approved police academy for a period of approximately 6 months.

This class provides an opportunity for persons to achieve the academic and physical training required for appointment to the position of Police Officer. Appointment in this position is generally limited to the duration of the Police Academy. Academic progress and physical achievement are closely monitored during this training period. Upon successful completion and graduation from the Police Academy, trainees may be appointed to the position of probationary Police Officer. Extension beyond the academy period may only be made upon express authorization of the Chief of Police and the Tribal Council and is done so with the understanding and written agreement the individual will maintain the standards of the position with continuous service to the Bishop Paiute Tribal Police Department for a minimum of one year. This is an unarmed position until successful completion of the assessment period.

Responsibilities:

- Enforce 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.
- Patrol and observe the Bishop Paiute Reservation as requested by the Tribal Council.
- Serve as Tribal liaison with local, state and federal law enforcement.
- Complete reports for all incidents that occur and prepare appropriate documentation for the Tribal Court System.
- 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.
- It is understood that this position will require the individual to perform discretionary and sometimes policymaking functions as a Tribal Official in performing the above listed and to be assigned responsibilities.
- Other duties as assigned.

Supervisory Responsibilities: none

Experience and Education:

- High school diploma or equivalent.
- Must be able to achieve the equivalent status of California Peace Officer Standards, including obtaining various certifications as determined by the Tribal Police Chief.
- Knowledge of Public Law 280 and relevant Federal laws preferred.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.

Other Requirements:

- Must be a minimum of 21 years old.
- Must be willing to temporary re-located to attend BIA Police Academy
- Must complete field training process and successfully attend and complete BIA Police Academy.
- Ability to successfully pass physical requirements of the position, which may be tested at the time of selection and prior to temporary appointment.
- No felony convictions are acceptable, misdemeanor convictions may disqualify applicant based on nature of conviction. Successfully pass extensive background check.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policies

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.