

The WTPD is looking qualified and experienced professionals for the following positions.

* Police Officer
* Domestic Violence and Sexual Assault Officer

Nevada Cat I certification must be in good standing.  Job Descriptions attached.

Tribal Law Enforcement service in the Washoe Tribe offers a unique experience to anyone interested in working in challenging but rewarding environments.  The WTPD has served the Washoe Indian Communities since 1977.  We operate on two communities in Carson City, one community in Douglas County including the public domain known as the Pine Nut Allotments, and one community in Alpine County California.

We are a P.O.S.T. reciprocating agency.

Applicants should contact the WTPD by phone, in person, or my email address for information on the application process and testing dates.

Thank you,

*David Blackeye, Chief of Police*

**Washoe Tribe Police Department**

950 US 395 S.

Gardnerville NV, 89410

Phone: 775-265-7540

Fax:    775-265-2508



POSITION TITLE: DV/SA Police Officer

CLASSIFICATION: Non-Exempt

DEPARTMENT: Law Enforcement

SUPERVISOR: Chief of Police

GRADE: NE13 ($21.72 – $30.41; $45,174 - $63,243)

**Position Summary:**

Incumbent ensures safety, security, and the preservation of life and property by maintaining law and order and enforcing Domestic Violence laws and ordinances. Maintains confidentiality of all privileged information.

*Nothing in this job description provides any contractual rights regarding employment, nor should anything in this job description be read or construed as modifying or altering the employment-at-will relationship between the Washoe Tribe of Nevada and California and the incumbent for this position.*

**Essential Duties & Responsibilities:**

* Protects life and property of community members and others.
* Enforces rules, regulations, ordinances, codes and laws as set forth in the Washoe Tribe Law and Order Code, State of Nevada and the Federal Rules and Regulation Act within the jurisdiction of Washoe Tribal lands.
* Interviews persons with complaints or inquiries and directs them to proper authorities if needed.
* Interviews victims of domestic violence and sexual assault, stalking and dating violence to determine their need for services in cooperation with domestic violence advocates
* Offers response and first line defense for Domestic Violence/Sexual Assault (DV/SA) advocates when they are called to respond to a complaint
* Conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests as required by applicable laws related to domestic violence and sexual assault.
* Testifies in court to present evidence or testify against people accused of criminal activity.
* Prepares and presents legal documents for court proceedings as required.
* Conducts investigations in domestic violence and sexual assault incidents as assigned.
* Maintains positive relations with community members and agencies by educating and informing on Domestic Violence and related issues.
* Maintains appropriate documentation on incidences as required by policies and procedures. Generates reports as needed.
* Attends training classes and seminars on domestic violence, Sexual Assault, police methods, techniques, safety, first aide, marksmanship, and related law enforcement activity.
* Keeps up with vehicle maintenance to include cleaning the interior and exterior of any assigned vehicle.
* Communicates with local, state, regional, and outside agencies and assists as needed.
* Contributes to a team effort and accomplishes related results as required.
* Performs other duties as required.

**Minimum Qualifications:**

* High School Diploma or GED. Must be 21 years of age.
* Must possess and maintain a valid California or Nevada driver’s license or capable of obtaining one within thirty-days (30) of employment.
* Must be able to be insurable by the Tribe’s Driving Policy.
* Must be Nevada Peace Officers Standards and Training (P.O.S.T.) certified. No felony convictions. No misdemeanor convictions related to Domestic Violence or moral turpitude. No DUI convictions within seven (7) years.
* Must be able to successfully pass a medical examination, physical fitness test, pre-employment drug/alcohol screen, psychological evaluation, voice stress analysis and background investigation.
* Must be able to successfully pass department firearms qualifications courses.
* Preference given to Qualified Native American Indians.

**Knowledge, Abilities, Skills, and Certifications:**

* Knowledge of traditional form of government and tribal customs and traditions.
* Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
* Knowledge of law enforcement and public relations activities.
* Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
* Knowledge of the geography and road locations of assigned area.
* Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles; proficient in firearm safety enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
* Ability to communicate effectively in the English language both verbally and in writing.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
* Ability to give and receive orders, follow instructions in verbal and written format
* Ability to work as a team member in a structured working environment.
* Ability to maintain confidentiality.
* Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
* Ability to analyze situations and adopt appropriate courses of action.
* Ability to make solid decisions and exercise independent judgment.
* Ability to define problems, collect data, establish facts and draw valid conclusions.
* Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
* Ability to comprehend, retain, and recall factual information, and learn and apply acquired skills and techniques to the performance of assignment duties.
* Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures, and regulations.
* Ability to integrate training, experience, and common sense sufficient to identify potential dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
* Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

**Please note: Hiring preference is provided to members of the Washoe Tribe of Nevada and California followed by members of other federally recognized tribes. Must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act. (if applicable) Washoe Tribe of Nevada and California requires any designated candidate to complete a pre-employment drug/alcohol screening, must possess a valid NV or CA. driver license within thirty (30) days of employment.**

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Employee Printed Name Date

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Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date



**POSITION TITLE:** Police Officer

**CLASSIFICATION: Non-Exempt**

**DEPARTMENT:**  Law Enforcement

**SUPERVISOR:** Police Chief

**GRADE: NE13** **($21.72-$30.41)**

# Position Summary:

 Under the direct supervision of the Officer in Charge, on a regular or assigned shift, to perform general police work in the prevention of crime and the enforcement of law and order; to perform traffic enforcement and control; to carry out special assignments in specialized phases of police work; and to perform work as required within the boundaries of the Washoe Tribe of Nevada and California.  Positions in this class represent the first line police effort in maintaining law and order.  Incumbents generally drive a police vehicle in carrying out duties but may be assigned to special details as needs arise. Police officers may be called upon to establish order in extreme conditions and in conditions of emergency.

*Nothing in this job description provides any contractual rights regarding employment, nor should anything in this job description be read or construed as modifying or altering the employment-at-will relationship between the Washoe Tribe of Nevada and California and the incumbent for this position.*

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**Essential Duties & Responsibilities:**

* Perform routine vehicle and foot patrol.
* Answer calls for protection of life and property and the enforcement of tribal, federal and state laws.
* Conducts investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, deaths, and crime investigations, including evidence of photographs, fingerprinting and preparing reports of arrests made, investigations conducted and illegal incidents observed.
* Appear in court to present evidence and testimony during the presentation of cases and the prosecution of violators.
* Direct traffic during special events and other emergency situations.
* Transports prisoners to and from the County Jail.
* Maintain good relations with the community and the general public.
* Other duties as assigned.

**Minimum Qualifications:**

* Experience in investigating misdemeanors, minor offenses and be able to conduct preliminary investigations of major offenses.
* One year experience as Law enforcement Officer.
* High School Diploma or GED. Must be 21 years of age.
* Must possess and maintain a valid California or Nevada driver’s license or capable of obtaining one within thirty-days (30) of employment.
* Must be able to be insurable by the Tribe’s Driving Policy.
* Must be P.O.S.T. certified. No felony convictions or misdemeanor convictions. No DUI convictions within seven (7) years.
* Must be able to successfully pass a medical examination, physical fitness test, pre-employment drug/alcohol screen and background investigation.
* Preference will be given to Qualified Native American Indians.

**Knowledge, Abilities, Skills, and Certifications:**

* Knowledge of traditional form of government and tribal customs and traditions.
* Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
* Knowledge of law enforcement and public relations activities.
* Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
* Knowledge of the geography and road locations of assigned area.
* Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles; proficient in firearm safety enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
* Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
* Ability to maintain confidentiality.
* Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
* Ability to analyze situations and adopt appropriate courses of action.
* Ability to make solid decisions and exercise independent judgment.
* Ability to define problems, collect data, establish facts and draw valid conclusions.
* Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
* Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures, and regulations.
* Ability to integrate training, experience, and common sense sufficient to identify potential dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
* Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.

**Physical Demands:**

Strength: Heavy Work - Lifting, carrying and/or pushing 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Vision: Corrected to 20/20 in one eye, 20/30 in the other.

Hearing: Sufficient to communicate via radio.

Physical fitness: Sufficient to climb, crawl, sit or stand for prolonged periods of time.

• Incumbents are subject to mandatory overtime and shift rotation.

• Periodically required to train and qualify in the use of firearms, vehicles and specialized

 law enforcement practices and equipment.

**Work Environment:**

Work is generally performed outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Must be on call for emergencies. Travel is required for training, meetings, conferences, presentations, and other events.

**PLEASE NOTE: Hiring preference will be given to qualified tribal members of Washoe Tribe of Nevada & California. The Washoe Tribe of Nevada & California requires a designated candidate to successfully complete a pre-employment drug screen, criminal PL101-630 Background/Character check, and confirmation of professional references and certifications.**

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Employee Printed Name Date

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Employee Signature

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