

POLICE OFFICER

Introduction

The mission of the Law Enforcement Services is to maintain law and order on the Ft. Belknap Reservation. This will be accomplished through implementing and maintaining juvenile and crime prevention programs, protecting life and property and actively participating in civic affairs. Model Community policing strategies will be implemented through the coordination of public service efforts, those efforts being focused on the resolution of specific complaints and crime producing problems, which have a positive impact on the Reservation Community.

The Law Enforcement Services will coordinate its enforcement activities with County, State and Federal Law Enforcement Agencies. Enforcement activities will always be carried out in an equitable and fair manner while at all times protecting the constitutional rights of the individual.

Major Duties

A police officer on the Ft. Belknap Reservation, which is subject to the criminal jurisdiction of the United States involving Indians and/or Indian property, performs a range of police duties requiring development of police knowledge and skills and requiring some independent judgment and on-the-spot decisions.

A police officer responds to calls concerning felonies and misdemeanors under Federal, State, Local and Tribal laws. Among the most serious types of criminal activity dealt with are: burglary, robbery, larceny, auto theft, assault, rape and homicide. A police officer will work in an area where unemployment is high, which contributes to serious social problems and a high crime rate. A police officer must deal with the full range of possible human actions. A police officer must pursue, capture and disarm suspected criminals.

A police officer responds to calls concerning emergencies such as traffic accidents, confrontations, altercations and disorderly conduct.

A police officer maintains law and order within the area of assignment by patrolling in patrol vehicles, patrolling on foot, investigating suspicious situations and taking action as appropriate.

Where serious crimes or personal injury traffic accidents are involved, an officer determines necessary action, notifies appropriate authorities, safeguards crime scenes, identifies and obtains information from witnesses and develops preliminary investigative leads.

A police officer performs such assignments as working radar on busy highways, participating in night surveillance in high crime areas, participating in traffic and crowd control activities at pow-wows and religious ceremonies, uses breath analyzer to determine a degree of intoxication of drivers and operates other equipment which calls for fully developed police skills. A fully skilled police officer may be assigned details on other areas within scope of responsibility of the Department.

A police officer will make arrests in cases of crimes or misdemeanors personally witnessed; takes persons arrested before appropriate authority for booking or formal charging, serves Federal, Local and Tribal warrants, subpoenas and other court papers; testifies at hearings and trials as an expert witness in Federal, State, Local and Tribal courts as required and prepares and submits reports of incidents or traffic accidents, daily and weekly activities, narrative and statistical reports, as required.

A police officer will aggressively enforce all laws and regulations within his/her authority related to possession, use, distribution, trafficking manufacture of controlled substances.

A police officer administers first aid when necessary, including oxygen, CPR and other equipment and techniques as appropriate.

FACTORS

Required Knowledge

Ability to follow written guidelines and procedures

Ability to write clear, complete and concise reports.

Ability to recognize problems and apply good judgments in solving them.

Ability to communicate verbally with others.

Knowledge of police methods and procedures and techniques used on police work such as investigation of misdemeanors and felonies, traffic control, investigation of traffic accidents, crowd control, riot tactics and unarmed defense procedures.

Knowledge of most applicable of Federal, Local and Tribal laws and tribal customs; fish and game laws appropriate to the location, jurisdictional laws, rules and relationships in the area served.

Knowledge of the constitutional protection afforded to individuals including rules concerning search, seizure, questioning and arrest, the differences between felonies and misdemeanors and between criminal and civil infractions and the process for handling suspects.

Knowledge of the basic principals and techniques of investigating and skill in conducting interviews, recognizing, collecting and preserving physical evidence, detecting discrepancies in information, dealing with emergency situations and preparing reports and case files.

Skill in interpreting and correctly applying laws, regulations, precedents and other instructional or informational material to assure that proper apprehensions are made.

Knowledge of first aid, including CPR and the use of first aid equipment.

Knowledge of radio procedures and ability to operate radio equipment.

Knowledge of, and certification in the use of firearms and defensive weapons used in performing the work of the position.

Must be capable and competent driver with a good driving record and must possess a valid Montana State drivers license.

Supervisory Controls Over the Position

Incumbent receives assignments on the basis of continuing responsibilities for the day-to-day activity and interpretations of general procedures for conducting the work. The supervisor provides specific instructions or additional specific information as to approaches, methods and sources of information on unusual assignments, which have not been previously encountered. However, standard operating procedures and applicable precedent largely govern the assigned work.

The assigned work is carried out independently, however, the work may performed under close supervision with consultation provided frequently as situations develop that may not have been completely or specifically covered by initial instructions. Work is reviewed in process and upon completion for completeness, quality, conformance to instruction and observance of appropriate procedures. The supervisor will check completed assignments to assure technical accuracy of methods used and to insure compliance with difficult situations until assistance arrives or until the problem is resolved.

Incumbent will receive direct supervision from the Chief of Police and/or designees appointed by the Chief of Police.

Guidelines

Guidelines include the full array of Federal, Local and Tribal laws concerning crimes and misdemeanors, constitutional rules and precedent court decisions concerning the rights of suspects, rules of evidence, and supervisory instruction and operating procedures. The employee is expected to be able to locate and apply guidelines when specifically applicable and to refer to the supervisor when it appears that deviation of interpretation is necessary.

Complexity

The incumbent is involved in all types of police activities, including dealing with civil and criminal infractions under Federal, Local and Tribal laws, which may be at variance or in conflict with one another. The work varies, depending on the rules or laws which apply to situations encountered and in addition, the nature of specific situations encountered. Assignments consist of specific tasks, which are designed to develop incumbent on the performance of police duties including related steps, process or methods for the completion of each assignment.

Scope and Effect of Work

The work has considerable impact on the safety and well-being of the community served, on Relations between the Community Council and the resident population, surrounding non-indian communities and local governments, the State of Montana and the federal government. The purpose of the work is to stop illegal acts as they occur, to prevent crime through an alert visible law enforcement presence and to preserve the peace, safety and order within the communities served through the effective and fair application of police action. Timely accomplishment of assignments has considerable impact in the reduction of crime and curbing abuse of drugs on the reservation.

Personal Contacts

Personal contacts are with general public, both indian and non-indian as citizens and with individuals or groups as suspects or observed offenders, as witnesses complainants, victims, prisoners or persons on parole, with Tribal officials and with court and law enforcement personnel at the Federal, Local and Tribal levels.

Purpose of Personal Contacts

The purpose is to obtain, clarify or give facts or information related to the performance of police officer assignments. Information exchanged may include explaining the rights of accused, rights of victims or other information of a factual nature.

Physical Demands

Incumbent must considerable strength and ability to pursue suspects, sometimes on foot, to make and maintain arrest despite possible resistance, to move heavy objects which may present hazards (objects on the highway, etc), to fight fires, to make searches involving traversing difficult terrain under adverse conditions and during inclement weather, and to handle any other emergency situation. In both the training and work situations, there may be strenuous physical exertion, such as long periods of standing, walking and running over rough, uneven or rocky surfaces. Incumbent must be able to defend self and others against physical attack. Must be able to pass medical examination and must be able to pass an annual physical fitness test.

Work Environment

The work environment involves high risk with exposure to potentially dangerous, including attack with deadly weapons or physical attack. Both, indoor and outdoor work are involved, including driving and working outside in extreme weather. Incumbent may be required to work long and irregular hours, weekends and at night, may frequently change shifts and duty situations. Assignments are subject to change without advance notice. There is an ever present danger of death or injury from physical assault or accident on the line of duty.

Other

Applicants must be a United States citizen.

Applicants must possess a high school diploma or equivalent.

Prospective employees must have no convictions for felonies or for equivalent high misdemeanors in jurisdictions which do not categorize serious crimes as felonies. For Tribal Courts, high misdemeanors are those which could result in maximum sentences of six months or more. For State Courts, high misdemeanors are those which could result on maximum sentences of one year. Prospective employees will have no misdemeanor convictions for one year prior to appointment. Incumbent will maintain a clean record with no misdemeanor or felony convictions.

The applicant, if considered must undergo an extensive background check that shows no criminal behavior as described and demonstrates no impediments that would impair their ability to perform assigned responsibility and duty.

Incumbent must possess a valid Montana State issued drivers license and be eligible at ordinary and reasonable cost, for inclusion with the Tribal Master Insurance Policy.

Incumbent must show evidence of having passed a physical and mental examination, administered by a recognized medical authority, which demonstrates the individuals capacity to satisfactorily perform the described duties. Incumbent will be subject to similar annual medical exams.

Incumbent must possess firearms certification as described in 25 CFR Part 12.

Incumbent must complete an instructional course offering a certificate for Basic Police Officer Training within one year of appointment.

Incumbent will be subject and not test positive to initial and periodic drug testing.

Incumbent must be at least twenty-one years of age at the time of hire.

Immigration Reform & Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.