

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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JOB ANNOUNCEMENT

TITLE: PATROL OFFICER

DEPARTMENT: LAW & ORDER DEPARTMENT

SALARY RANGE: NON-CERTIFIED / PROBATIONARY
TPLEO Grade 6, Step 1 \$21.03 or (\$43,742.00)

CERTIFIED / PROBATIONARY
TPLEO Grade 7, Step 1 \$22.71 or (\$47,236.80),
ACADEMY COMPLETION / CERTIFIED, **NON FTO GRADUATE**

CERTIFIED AFTER PROBATION
LEO Grade 7, Step 1 \$23.90 or (\$49,712.00),
ACADEMY AND FIELD TRAINING PROGRAM
COMPLETION / **FULLY CERTIFIED**

OPENS: November 2, 2020

CLOSES: Until Filled

CAREER STATUS: NON-EXEMPT CONDITIONAL UPON
SUCCESSFUL PROBATIONARY EVALUATION
(ACADEMY / FTO GRADUATE) & BUDGET
APPROPRIATIONS.

Attach ALL supporting documents, including: Tribal Enrollment, Honorable Discharge, Education attainment, Professional Certification, License and other relevant documents to verify your eligibility for preference and your qualifications. INCOMPLETE APPLICATION MAY BE SCREENED OUT.

GENERAL STATEMENT

A Police Officer is one who keeps the peace, enforces the law and provides public services and emergency response within the jurisdiction of the Fort Hall Indian Reservation of the Shoshone-Bannock Tribes. A Patrol Officer will enforce the Tribes Law & Order Code, Tribal laws, Federal Laws and adhere to state statutes as they apply to the positions' scope of authority.

PATROL OFFICER

SUPERVISION

The Police Officer is under the direct supervision of the Patrol Sergeants and under the general supervision of the Police Lieutenant and overall supervision of the Chief of Police.

DUTIES AND RESPONSIBILITIES

Enforces the law in accordance with the policies, procedures, rules and regulations established by the Law & Order Program, and the BIAM 638 Law Enforcement Contract.

Maintain a high degree of personal ethical standards and law abiding conduct in accordance with the Tribes Code of Conduct as well as BIA Code of Ethics, on and off duty.

Reports to duty in a professional manner by maintaining work punctuality and attendance, including mandatory training/meeting sessions.

Maintains a positive and productive working relationship with co-workers, all job contacts, general public, government and public agencies, private organizations.

Responds to reports of crime, medical needs, accidents, domestic violence and disputes, public assistance, safety hazards, security of crime scenes, special events, including interview victims, witness, suspects, makes arrests for felony and misdemeanor crimes, files citations for infractions, transport and incarcerate prisoners.

Operate vehicle and handle equipment safely and legally.

Maintain documents filing complete and accurate activity and /or incident reports and daily logs.

Appear in court on traffic violations and criminal pre-trial and trials, present testimony.

Collect, document and store evidence for prosecution.

Become familiar with the topography, highways, roadways, districts, boundaries of the Fort Hall Reservation.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. *A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.*

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

SPECIAL CONDITIONS OF EMPLOYMENT

As a condition of continued employment officers are required to maintain special employment standards for law enforcement including but not limited to:

Maintain physical and mental fitness in accordance with BIA contracting standards.

Successful completion and scoring of authorized firearms qualifications.

Successful attendance and completion of all required BIA training programs.

Financial assistance to attend required police training programs the incumbent agrees to a contractual agreement to remain employed with the Fort Hall Police Department for three (3) years starting upon the date completing probation. The incumbent who, after hire, voluntarily departs from employment prior to meeting the contractual agreement will be required to reimburse the department for travel and training expenses. A wage Grade increase will be awarded after successful completion from the police academy.

****Duties and responsibilities will include other activities and areas as needed to carry out position functions.**

CAREER ADVANCEMENT:

(One-time In-Grade Step Increase) is available for career status employees who become certified trainers in a particular field after certification requirements are met, e.g.: Field Training Officer, Firearms Instructor, Taser Instructor, etc. Certified Trainers are required to maintain certification and perform the required duties in order to keep the in-grade step Increase wage.

QUALIFICATIONS

Must be a US Citizen

Must provide a copy of high school diploma or G.E.D. equivalency.

Must possess or be able to possess an Idaho vehicle operator's license and be insurable through the tribe's insurance carrier throughout employment.

Must have or be eligible to receive an SLEC (Special Law Enforcement Commission) through the B.I.A. Office of Justice Services.

Must be at minimum, 21 years of age.

Must have had no felony convictions. Must have no misdemeanor convictions in the past (10) years. Must not be under investigation, indictment or on trial for any criminal offense, *or convicted of any Domestic Violence offense or any misdemeanor offense involving a firearm or weapons, acts of violence, DUI, or crimes of dishonesty.*

To qualify as a **Certified Officer**, applicant must have at minimum of one (1) year prior experience as a certified officer and a graduate from the Federal Law Enforcement Training Center (FLETC). Past employment must demonstrate a good employment record, or an acceptable State P.O.S.T. academy certificate.

A **Non-Certified** applicant is an entry-level hire who does not have a basic law enforcement academy certificate and needs to attend FLETC (Federal Law Enforcement Training Center) for the United States Indian Police Academy or USIPA.

****Non-Certified Officers will remain on Probation for a minimum of one year or until successful completion and certification of Basic Police Training from FLETC and successful completion of the Department's Field Training Officer Program (FTO).**

****Employees will be eligible for benefits after a favorable evaluation score of 3.0 or higher, after the first 90 days of hire.***

Must pass a criminal background check and character background check to demonstrate eligibility and suitability in compliance with the Law & Order Code, and Indian child Protection and Family Violence Prevention Act, 25 USC, ss 3301; and P.L. 104-208, Gun Control Act as amended.

Must pass an annual physical fitness and agility test, as well as pre-employment physical fitness and medical screen.

Must pass written exams demonstrating ability of writing skills, reading, math, and vocabulary.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.

PATROL OFFICER