



SHINGLE SPRINGS BAND OF MIWOK INDIANS
SHINGLE SPRINGS RANCHERIA
(VERONA TRACT), CALIFORNIA
5168 HONPIE ROAD, PLACERVILLE, CA
P.O. BOX 1340, SHINGLE SPRINGS, CA 95682
(530) 698-1404 OFFICE, (530) 676-8033 FAX

POSITION DESCRIPTION: Tribal Public Safety Officer (Non-Sworn)

DUTY STATION: Shingle Springs Rancheria – Police Department

REPORTS TO: Tribal Police Chief

FLSA Classification: Hourly

RATE OF PAY: DOE

THE DEPARTMENT: The Shingle Springs Tribal Police Department is committed to providing the highest levels of customer service to its members and visitors, while constantly improving the quality of life that the tribal community desires and deserves. The Police Department enjoys a positive relationship with its tribal community and takes every opportunity to interact and engage residents and visitors on a regular basis. The Department enforces both tribal ordinances and applicable federal laws on the reservation and works closely with other law enforcement agencies to maintain a safe environment on the Shingle Springs Rancheria. In addition to sworn Tribal Police Officers, the department employs non-sworn Public Safety Officers to assist in many areas, such as crime prevention, community outreach and building security.

POSITION SUMMARY: Tribal Public Safety Officers assist and work in conjunction with sworn Shingle Springs Rancheria Tribal Police Officers and other law enforcement or security personnel operating within their jurisdiction for the prevention of crime. The primary responsibility of the Tribal Public Safety Officer is to conduct patrols and/or staff stationary locations as necessary, at the Shingle Springs Rancheria, its businesses and all other properties owned by the Shingle Springs Band of Miwok Indians (“Tribe”) whether in fee or trust. Public Safety Officers do not carry firearms.

SPECIFIC RESPONSIBILITIES:

- Patrols the Shingle Springs Rancheria, its residential areas, businesses and all other properties owned by the Tribe, whether in fee or trust, on foot, in a patrol car, on bike or by other means of transportation to maintain order within the Tribe’s jurisdiction.
- Maintain stationary or post locations at the Shingle Springs Rancheria on a regular basis or during special events.
- May participate in community outreach programs and events for the tribal community.
- Serves as a Bailiff (Court Security) during Tribal Court hearings.
- Maintain complete and accurate information of all activities, and provide daily shift log reports to the Chief of Police.
- Responsible to verify that all unoccupied buildings are secure and/or locked (building checks/foot patrols).
- Provide escorts for individuals as necessary.
- Provide emergency assistance by notifying the Fire Department in case of a fire and the Tribal Police Department in case of criminal activity.



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- Directs traffic, including regulation of vehicle flow, at times of emergency or congestion.
- Administers first aid in emergency situations.
- Responds to complaints or requests for assistance from the Tribal community.
- Conduct crowd control during large events or at emergency scenes.
- Cooperates with other law enforcement and security personnel.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment. Must pass pre-employment drug test screening. A DMV print-out and background check will be required.
- The ability to be unbiased and fair during the performance of duties and assignments; effectively and courteously work with community members, visitors and co-workers; always observing situations analytically and objectively.
- Possess knowledge of security and patrolling techniques which will contribute to the safeguard of the Tribal community.
- The ability to react quickly and calmly in emergency situations.
- The ability to resolve complaints, make inquiries, correspond with staff, regulatory agencies, employees and members of the community.
- Good written and verbal communications skills, including composing/editing. Good listening skills.
- Meet the essential functions of the job classification to safely and effectively perform assigned duties.
- Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures.
- Due to the nature of interactions with other employees and the public, employees may be required to provide documentation of, or receive, certain health vaccinations.

MINIMUM QUALIFICATIONS:

- Must be 21 or older
- Must have a High School Diploma or GED
- Must possess a valid CPR/First Aid card
- Must possess a valid California BSIS Guard Card (*For more information refer to the following website: http://www.bsis.ca.gov/forms_pubs/guard_fact.shtml)
- Ability to obtain baton and/or pepper spray certification

WORKING CONDITIONS: This position may entail bending, kneeling, crawling and crouching during the course of his or her duties. At times he/she may exert muscle force to carry, pull or push objects weighing greater than fifty (50) pounds. Additionally, officers in this classification will receive and exchange information on a regular basis, creating the need to communicate often. This position may



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also require walking or standing exposed to the elements for extended periods; it shall also require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

BACKGROUND CHECK: Candidates for this position will be subject to a criminal and character background check as well as live-scan fingerprinting. Those applying for this position who have controlled substance usage within the past five years or criminal history in their background, such as a felony conviction, drug/alcohol/theft-related offenses or violent criminal behavior will not be considered.

CONFIDENTIALITY: Confidentiality is an absolute must for this position and is cause for immediate termination if not followed to the highest standard.

INDIAN PREFERENCE: Preference in hiring is given to:

(1) Qualified Shingle Springs Rancheria members; and

(2) Qualified American Indians in accordance with Title 15, U.S. Code, Section 472 and 473. Verification of Indian Preference eligibility must be submitted with application.

CLOSING DATE: Friday, December 4, 2015 5:00 PM

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____