



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

JOB DESCRIPTION

TITLE: Tribal Police Officer (Full-Time / Sworn)

SALARY: DOE

WORKSITE: Shingle Springs Rancheria

THE DEPARTMENT

The Shingle Springs Tribal Police Department is committed to providing the highest levels of customer service to its residents and visitors, while constantly improving the quality of life that the tribal community desires and deserves. The Department's police officers enforce both tribal ordinances and applicable federal laws on the reservation, and work closely with other law enforcement agencies to maintain a safe environment on the Shingle Springs Rancheria. 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. 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.

GENERAL POSITION DESCRIPTION

Sworn Tribal Police Officers enforce laws related to the protection of life and property of the Tribal members, Community members, and visitors of the Shingle Springs Rancheria. Reserve Officers direct and control traffic, prevent crime or disturbances of peace, and arrest violators by performing the duties outlined below. All Tribal Police Officers shall receive perishable skills and legal update in-service training as part of their regular duties.

DUTIES AND RESPONSIBILITIES

- Patrols the Shingle Springs Rancheria Community, buildings and acres owned by the Shingle Springs Band of Miwok Indians, to prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
- Answers Community requests for police services and outreach opportunities on the Rancheria.
- Familiarizes self with routes, roads and community living on the Reservation.
- Ability to organize and coordinate search and rescue efforts, if necessary.
- Investigates illegal or suspicious activities and mitigates disturbances; law violators when necessary, following recognized police procedures.
- Conducts investigative interviews with victims, witnesses, and suspects.
- Gathers and preserves evidence at the scene of criminal activity or incidents.
- Performs first aid and provides public safety assistance to accident-related and other victims.
- Investigates causes and results of traffic accidents on the Reservation.



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- agencies with control and maintenance of law and order in volatile situations or natural disasters.
- Serves as a Bailiff (Court Security) during Tribal Court hearings.
- Directs and controls traffic during planned and unplanned events.
- Operates police communication and computer equipment to obtain, disseminate, and report information.
- Attends community meetings to discuss crime prevention activities and crime problems; offers solutions when appropriate.
- Writes detailed incident, investigation, activity, and other reports.
- Testifies in tribal court to present evidence by describing conditions, situations, and actions.
- Learn The Tribal Code and/or Tribal Ordinances, the Penal code, Health and Safety US Code, the policies and procedures of the Shingle Springs Rancheria, Tribal Police Department, and other applicable laws and regulations.
- All other duties assigned.

MINIMUM REQUIREMENTS

- Administration of Justice Degree and/or completed Administration of Justice college certification (preferred).
- 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 law enforcement and public safety 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

- **Completion of a POST Police Academy within the past three years from an accredited California Public Safety Training Center or Possession of a current Basic POST Certificate.**



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- Must be at least 21 years of age.
- High school diploma or GED
- Ability to pass a medical and psychological assessment
- Must possess a valid CPR/First Aid card
- Must possess a Valid California Driver License and be insurable through the Tribe.
- Experience in Tribal Government environment (preferred not required).
- Must be professional, polite, and respectful towards all community members and guests.
- Must be able to work extended hours when necessary.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- If previously employed within the Shingle Springs Rancheria, you must have acceptable work history.

BACKGROUND CHECK

Candidates for this position will be subject to an extensive criminal and character background check and pre-employment drug/alcohol screen as part of the hiring process. 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. Candidates must also successfully pass a Polygraph examination and Live Scan fingerprint screening (State and Federal Department of Justice - Standard Comprehensive Background Investigation).

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may 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.

CONFIDENTIALITY

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

This position reports to: Chief of Police

Supervises: None

Salary: DOE

Hours: Varies/Full-Time (24-hour operation)



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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.

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): _____