



**COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT**

Senior Cowlitz Tribal Department of Public Safety

POSITION DESCRIPTION

Title: Senior Police Officer or Officer Trainee Department of Public Safety

Schedule: Sunday through Saturday

Location: Cowlitz Indian Reservation - Ridgefield, WA.

Classification: Full time

Hours: Variable

Opening Date: November 1, 2017

Salary Range: \$50K to \$70K Annual DOQ

Closing Date: Open until filled

Position Summary: The Cowlitz Tribal Department of Public Safety Police Officer, serves as first line public safety officer for the Cowlitz Tribe, properties, reservation, businesses, and tribal programs and all properties, both trust and fee. Under direction of the Director or Supervisor, participates in the work of law enforcement, patrol, traffic, tribal-community relations, investigations, crime prevention, special projects, and coordination and assisting other tribal, federal, state, county, and city departments. Is a general authority Police Officer.

Essential Duties and Responsibilities:

1. Patrols reservation, tribal lands fee and trust.
2. Conducts law enforcement work assignments, patrol, investigations, traffic enforcement, crime prevention activities, and writes police reports.
3. Assists other law enforcement agencies, fire department, and federal agencies for law enforcement activities on Tribal Lands and businesses.
4. Serves arrest and search warrants, summons, subpoenas, traffic citations, civil processes, and as bailiff when tribal court is in session.
5. Responds to calls for law enforcement service, traffic accidents, crimes in progress, emergency aid, back up for other officers, agencies, and security staff-Tribal Gaming Staff at the tribal casino.
6. Conducts criminal, traffic, and civil investigations for crimes in progress and in-depth investigations of crimes effecting tribal operations, casino operations, and other crimes or activities committed against the Cowlitz Tribe and business on the reservation.

7. Senior Officer will assist as Field Training Officer for Department of Public Safety and assist Supervisor with training of Officer Trainee's.
8. Protects crime scenes, conducts crime scene searches, gathers-collects-safe guards evidence, and follows guidelines contained in policies and law.
9. May be assigned internal investigations, complaints against officers and staff or other internal personal investigations assigned by the Cowlitz Tribe.
10. Assists in the development of tribal community safety classes, public relations courses, and safety classes for employees of Cowlitz Tribal Programs.
11. Traffic Safety Patrols, DUI patrols and enforcement, accident investigations, parking lot patrol of tribal business and casino and ensures towing regulations of the Cowlitz Tribe are followed.
12. Follows all directives, laws and ordinances of the tribe, federal laws and state laws, policies and procedures of the Cowlitz Tribal Department of Public Safety, and ensures staff compliance.
13. Testifies in Tribal, State, and Federal courts in response to subpoenas and summons.

Knowledge, Skills, and Abilities:

1. Current practices, principles, and procedures of law enforcement and criminal investigations.
2. Modern methods and techniques used in prevention, investigation, suppression of crime and security of tribal lands, businesses, and casino's.
3. Understands tribal rights, jurisdictional issues unique to reservations, the Indian Civil Rights Act, US Constitutional Rights and Code of Federal Regulations Chapter 25, Revised Codes of Washington title 9, 9A, 46 and Indian Crimes Act 18 USC 1153.
4. Demonstrated ability to qualify with rifle, pistol and shotgun on FLETEC qualification courses.
5. Demonstrated ability to write police reports, investigative reports, search warrants, and obtaining both written and oral statements.
6. Ability to work effectively, cooperatively, and fairly with tribal members, officers, staff and tribal programs and projects.
7. Effectively build positive moral within department, effective partnerships with agencies and tribal departments and casino security, tribal gaming and surveillance.
8. Officer Trainee's will have operational knowledge and abilities with one (1) year of items 1 through 7.

Education and Experience:

1. Senior Officer will have graduated from the US Indian Police Academy, Federal Law Enforcement Academy, or Washington State Police Academy.
2. Senior Officer will have five (5) years as commissioned Federal, State, County, City, or Tribal Law Enforcement Officer and have some investigative experience.

3. Officer Trainee will need to graduate from US Indian Police Academy or State Academy within one (1) year of hire date and successfully complete Field Training Program.
4. High School Graduate or General Education Degree required.

Requirements:

1. Complete a successful criminal background check free of felony arrests or convictions, no misdemeanor convictions of violence or domestic violence or drug or alcohol related offenses, and pass polygraph and psychological examination.
2. Have certification or receive for CPR and First Aid within one (1) year of hire date.
3. Must reside within thirty (30) minutes of the Cowlitz Reservation.
4. Competent computer skills, which include word processing, software used by Department, ACCESS, WACIC, and DMV.
5. Drug testing and Random Drug Testing with or without cause.
6. Be physically fit for age and weight with ability to lift eighty percent (80%) of body weight.
7. Must be US Citizen and at least twenty-one (21) years of age.
8. Must be willing to travel within Washington State and out of state as required.
9. Must have a valid Washington Driver's License.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632

