The Three Affiliated Tribes
Job Description

Highway Patrol Officer

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: HP SERGEANT **DEPARTMENT: LAW ENFORCEMENT** **SALARY: $26.00-21.00/HR** **CLASSIFICATION: NON-EXEMPT**	**FLSA STATUS: FT-REGULAR** **LOCATION: FT BERTHOLD** **OPENING DATE:** **CLOSING DATE: OPEN UNTIL FILLED**

POSITION SUMMARY: The mission of the Law Enforcement Services Program is to be efficient and effective in the enforcement of Federal Law and the Tribal Judicial Code and the protection of life and property on the Fort Berthold Indian Reservation. The incumbent contributes to the accomplishment of the Office of Law & Justice by providing enforcement of Federal Law and the Tribal Judicial Code within the Fort Berthold Indian Reservation. This position performs duties in the enforcement of traffic laws and ordinances, regulations and investigations pertaining to DUI drivers, traffic crashes and traffic safety violations, within the jurisdiction of the reservation. Enforces laws and investigates alleged crimes or complaints relating to DUI/DWI/OWI and moving violations. Work is performed in compliance with standard law enforcement procedures, tribal statues, and federal statues as they apply to the position's scope of authority. Incumbent must be able to provides law enforcement services in a manner that promotes a positive image on the law enforcement profession, police department and tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Read and understand the project agreement to ensure compliance with rules, regulations and special emphasis as may be required.
2. Read and understand performance measures and reporting requirements.
3. Enforces traffic ordinance and investigates traffic crashes involving personal injury and property damage.
4. Provides first aid to the sick and injured until medical personnel arrives.
5. Maintains records, daily log sheets and completes police reports in a timely manner.
6. Appears in court on traffic violations and criminal cases.
7. Familiarizes self with the reservation roads and general geography.
8. Adheres to confidentiality of information.
9. Abides by safety rules and regulations. Operates department vehicles in a safe and legal manner.
10. Follows policies and procedures of the tribes and police department.
11. The Indian highway safety officer will spend 100% of time performing traffic safety related duties. (an exception to rules is exigent circumstances involving safeguarding lives).
12. Abide by all requirements of the Highway Patrol Officer.
13. Attend training as may need to fulfill position (SFST, intox certification, radar operator etc.).
14. This position is responsible for providing enforcement of Federal Law and the Tribal Judicial Code in the operation of the police department at the Police Headquarters in New Town, ND.
15. As a Police Officer on an Indian Reservation subject to the criminal jurisdiction of the Federal, State and local government, and the Fort Berthold Tribes involving Indians

and/or Indian property, performs the complete range of police duties recognized as requiring full developed police knowledge and skills.

16. 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, larceny, automobile theft, assault, rape and homicide. Works in an area where unemployment is high (60% or more). This contributes to serious social problems and a high crime rate. Must deal with the full range of possible human actions. Must pursue, capture and disarm suspected criminals.

17. Responds to calls concerning emergencies such as traffic accidents, confrontations, altercations and disorderly conduct.

18. Maintains law and order within the area of assignment by patrolling the area in a patrol vehicle, investigating suspicious situations, and taking action as appropriate.

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

20. Performs such assignments as working radar on busy highways, operating night surveillance in high crime areas, coordinating traffic and crowd control activities at celebrations and religious ceremonials, using a breath-analyzer to determine degree of intoxication of drivers, and operating other technical equipment which calls for fully developed police skills.

21. Performs investigative work such as investigation of minor felonies, misdemeanors, traffic accidents involving property damage or personal injury or incidents of alleged or suspected burglary of vandalism.

22. Investigates, apprehends, arrests, and detains all persons charged with violation of US Title 18, Chapters 1152, 1153, 1164, and 1165; Title 25, Code of Federal Regulations; Tribal Law & Order Codes; Federal, State and Tribal Game and Fish Laws; and state statutes that may be applicable within Indian Country.

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

24. Incumbent will aggressively enforce all laws and regulations within his/her authority related to possession, use, distribution, trafficking and manufacturing of controlled substances.

25. Administers first aid when necessary, including the use of oxygen, CPR, and other equipment and techniques as appropriate.

26. As a fully trained and skilled police officer, may be detailed to other areas in emergencies, and may serve as a team leader in dealing with a riot or crowd control situations.

27. Serves as training officer as directed, providing indoctrination and instruction to Bureau, Tribal or other law enforcement personnel.

28. Employee is responsible for independently completing assignments by planning and conducting work but consults supervisor on any questionable issues. If the incumbent encounters significantly more serious or complicated issues than were anticipated, the

supervisor provides guidance. The incumbent also discusses planned approaches and tentative conclusions with the supervisor on any other matter that is not covered by available guidelines.

29. The incumbent's work is evaluated in terms of the thoroughness in identifying and developing required information; the degree of judgment used and whether work methods used were technically accurate or appropriate to the situation and were in line with instructions or established procedures.

30. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Knowledgeable evidence collection techniques.
- Knowledgeable in filing systems, processes and procedures.
- Knowledgeable in the Three Affiliated Tribes Law Enforcement Services department.
- Evidence collection processes and record keeping practices.
- Operation of general office equipment.
- Mandan, Hidatsa & Arikara Nation Personnel Policies & Procedures.
- Three Affiliated Tribes Law Enforcement organizational structure and Supplemental Operating Policy & Procedures.
- The Bureau of Indian Affairs Office of Justice Services Law Enforcement Handbook and the Discipline and Adverse Action Department Manual.
- Tribal laws, bylaws, resolutions and Constitution.
- TAT Background Investigation and Adjudication Supplemental Policy & Procedure.
- Electronic information data systems, principles of identification, research techniques.
- Knowledge of the body of laws, regulations, precedents, policies, and principles, operational activities and techniques of law enforcement activities; and constitutional rights of individuals and statutory authorities sufficient to recognize violations of laws apprehend suspected violators and make proper arrests.
- Knowledge of proper law enforcement procedures, including methods of searching, seizing and self-defense.
- Thorough knowledge of the Constitutional protection afforded individuals including rules and concerning search, seizure, questioning or arrest; the difference between felonies and misdemeanors and between criminal and civil infractions; and the procedures for handling suspects.
- Knowledge of the basic principles 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.
- Thorough knowledge of, and certification in the use of, all firearms used in performing the work of the position.
- Thorough knowledge of first aid, including CPR, and the use of first aid equipment.

Skills

- Skill in obtaining information through questioning of individuals, searching records and use of other means to locate and apprehend suspected violators.
- Skill in thorough and complete understanding of the applicable Federal, State and Tribal laws and customs; Fish & Game laws appropriate to the location; jurisdictional laws; rules and relationship in Indian Country (the area served and the differences with respect to other states and tribes); the laws applicable to specific areas, incidents and individuals.
- Skill in the use of firearms, radio equipment, vehicles and other specialized devices to perform required functions regarding law enforcement.
- Strong communication and interpersonal skills.
- Computer skills.
- Customer Service experience required.
- Understanding of PL1O1-360, PL93-638, CFR 2563, PLIOI-647, CFR 45 1301, 18USC922, EQ 12968, DOl 441 DM5, CFR 25 12, PL9O-618, TAT PPP, TAT Background Investigations SOPP, TAT LES SOPP, Tribal laws, bylaws, resolutions and Constitution.

Abilities

- Ability to instruct and train others in the major aspects of police activity.
- Must be a capable and competent driver with a good driving record and must possess a valid North Dakota driver's license.
- Interpret and explain rules and procedures.
- Handle, store, wrap, package, and ship all types of evidence and hazardous materials.
- Provide extensive advice, guidance, and training on all aspects of evidence processing and procedures.
- Effectively communicate with employees, management, clients, and the public.
- Compile and organize data into reports.
- Works well independently and as a part of team.
- Strict confidentiality is adhered to the highly sensitive records.
- Must maintain an alcohol and drug free workplace.
- Works well independently and as a part of team.
- Zero tolerance of drug use.

GUIDELINES AND COMPLEXITY:

- Guidelines include the full array of Federal, State, local and Tribal laws, various regulations and interpretations pertaining to the work performed, operating handbooks and agency manuals, instructions and orders, precedent court decisions, rules of evidence and court procedures. These guidelines are detailed and are ordinarily directly applicable to most situations. Some judgment is exercised by the officer on the identification and selection of appropriate guidelines and deciding among alternative approaches be given situations. Work is frequently performed under stress and the officer must adapt and modify instructions and procedures when new situations are encountered.
- The maintenance of peace and order involves the incumbent in all kinds of civil and criminal infractions including felonies and misdemeanors under Federal, State, local and Tribal laws and customs which may be at a variance or directly conflicting with each other. The assignment to more difficult patrol areas and to the more serious trouble calls means the incumbent will frequently be exposed to and become more involved in all types of police and criminal activity situations. The proper course of action may have to be selected from many

alternatives. The full range of possible human actions is involved and the web of applicable laws and jurisdictional rules is extremely complex.

SCOPE AND EFFECT:

- The work has considerable impact on the safety and well-being of the community served and its residents on: relations between the Bureau and the Tribe, between the Indian community and neighboring non-Indian communities, and on relations with State, local and Tribal law enforcement units. Actions can mean a difference between life and death, between order and disorder and between safe and explosive situations. 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, safely and order within the community served through effective police action. Effective accomplishment of assignments has considerable impact on the reduction of crime and curbing abuse of drugs on the reservation.

PERSONAL CONTACTS AND PURPOSE OF CONTACTS:

- Personal contacts are with the general public, both Indian and non-Indian, as citizens with both Indians and non-Indians in the role of suspected or observed offenders with witnesses, complaints, victims, prisoners, or persons on parole, with Tribal officials, State, County, local and Tribal police officers and other BIA police and also with court and law enforcement personnel at the Tribal, local, State or Federal level.
- Contacts with the public are to secure compliance with laws and regulations to prevent infractions of the law and to assist members of the community in emergency and non-emergency situations. Contacts with offenders and suspects are to stop or prevent illegal activity and to question, detain and, if necessary, arrest them. Such contacts may involve: breaking up fights, disarming angry or distraught persons, calming potentially violent situations and/or apprehending and arresting resisting violators. Contacts with court officials are to conduct offenders to and from court sessions or to provide expert testimony. Contacts with other law enforcement officials involve securing cooperation or assistance and working out issues and jurisdiction. Contacts with Tribal officials include explaining enforcement actions, explaining laws or regulations, working out procedural or jurisdictional problems, obtaining warrants and similar activities.

SPECIAL REQUIREMENTS:

- Must pass a physical exam and physical efficiency battery test annually.
- Become proficient and certified in the use of firearms.
- Must have knowledge in First Aid and CPR.
- Required to submit to drug testing and background investigation, must have and maintain a clean record with no convictions for felonies or equivalent high misdemeanors in jurisdictions which do not categorize serious crimes as felonies. High misdemeanors usually result in sentences of six months or longer.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Must possess basic police officer certification or become certified within one year of employment. This certification must be Indian Police Academy or an academy recognized by the Indian Police Academy. The Indian Highway Safety Program will not pay wages while attending a basic police academy. Wages during this time frame will be the responsibility of the police department.
- Must be twenty-one years of age
- Must have no felony convictions or convictions involving domestic violence

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- High School Diploma or General Equivalency Diploma (GED) is required.
- A Valid Driver's License is required.
- Ability to successfully pass a Law Enforcement Background Investigation with a favorable suitability is required.
- Ability to successfully pass a FBI Finger Print chart is required.
- Ability to successfully pass a Drug Test is required.
- Subject to drug and alcohol testing while employed.
- Must pass the Mental and Physical Evaluation Battery exams.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested persons must submit the following information:

* TAT Application
* Copies of
  - -Diplomas/Certificates and Transcripts
  - -Drivers License & Social Security Card
  - -Indian or Veteran Preference documents (If applicable)

Submit all necessary information to one of the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Law Enforcement Services
P.O. Box 1275
New Town, ND 58763
Ph# 701-627-3617
Fax# 701-627-3308