



## The Three Affiliated Tribes

### Job Description

Position: TAT LE Canine Handler

#### EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

<b>POSITION: TAT Law Enforcement Canine Handler / Officer</b> <b>DEPARTMENT: TAT Law Enforcement</b> <b>SALARY: \$</b> <b>CLASSIFICATION: Police Officer</b>	<b>FLSA STATUS: Full Time Regular</b>  <b>LOCATION: Fort Berthold Reservation New Town, ND</b> <b>OPENING DATE: 09/02/2015</b> <b>CLOSING DATE: Until Filled</b>
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#### **Purpose:**

The Three Affiliated Tribes Law Enforcement Canine Officer assists with the enforcement of tribal, state, and federal laws within the boundaries of the Fort Berthold Reservation to improve search, seizure, investigation, surveillance, and security services to the people of the Mandan, Hidatsa, and Arikara nation.

#### **Authorizations for the Three Affiliated Tribes Law Enforcement Canine Officer include:**

- Title 8 U.S.C. 1152 and 1153, Assimilative Crimes Act, and U.S.C. 1154, Indian Liquor Laws;
- Title 21 U.S.C. Controlled Substance Act, the Federal Gun Control Act of 1968 and P.L. 99-570;
- BIA Office of Justice Services Special Order 09-04, 2-55 "Canine Teams";
- Department of the Interior Regulations codified in 25 CFR 11
- Fort Berthold Tribal Code

#### **Minimum Qualifications and Education**

- The Three Affiliated Tribes Canine Officer must have completed law enforcement certification.
- The TAT Canine Officer must satisfactorily complete all course requirements of the pre-approved Canine Training Course.
- The Three Affiliated Tribes Canine Officer must have a minimum of three years' law enforcement experience as an officer or agent and provide performance reviews that demonstrate satisfactory or exemplary responsiveness and flexibility, initiative, communications skills, and fulfillment of duties.

#### **Essential Duties and Responsibilities**

- The Three Affiliated Tribes LE Canine Officer must be able to provide a safe, healthy, caring, and challenging environment for the canine that includes daily feeding, exercising, and maintaining the health and wellbeing of the canine. The TAT Canine Officer must be able to ensure appropriate medical care, maintain the canine's health record, medical history, training records, and deployment records as stated in policy.
- The TAT Canine Officer must maintain standards of cleanliness and maintenance of all records such as certifications, training and deployment logs, special equipment, vehicles, and shelters designated for use by Three Affiliated Tribes Law Enforcement.



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- The Three Affiliated Tribes LE Canine Officer must conduct regular and challenging training exercises for the canine in a variety of environments that include tracking, apprehension, narcotics detection, drug interdiction, and weapons detection in a variety of environments and conditions.
- The Three Affiliated Tribes Law Enforcement Canine Officer must reside on the Fort Berthold Reservation.
- The Three Affiliated Tribes Canine Officer must assist with patrol, surveillance, search, apprehension, and investigation within the boundaries of the Fort Berthold Reservation, including but not limited to roadways, highways, structures, and open areas.
- The Canine Officer demonstrates the ability to meet and maintain the physical fitness standards necessary to reasonably control, train, and deploy the assigned canine, both on and off duty.
- The Three Affiliated Tribes Canine Officer possesses strong interpersonal communications skills that foster collaboration among the agencies and departments that protect and serve the people of the Mandan, Hidatsa, and Arikara Nation.

#### **Working Conditions**

The Three Affiliated Tribes Canine Officer performs scheduled patrol or supervisory duties as well as assisting with searches, surveillance, apprehensions, and investigations as needed. The Canine Officer's schedule is designed to provide flexibility while also ensuring the duties and responsibilities to Three Affiliated Tribes Law Enforcement are met. The Canine Officer performs his/her duties in a variety of environments and weather conditions. The TAT Law Enforcement Canine Officer must demonstrate flexibility, initiative, and responsible decision-making as he/she often operates without direct supervision.

**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 ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.**



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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 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

Job Services of North Dakota  
P.O. Box 477  
New Town, ND 58763  
Ph# 701-627-4390