



The Three Affiliated Tribes

Job Description

School Resource Officer

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION: SCHOOL RESOURCE OFFICER	FLSA STATUS: FT REGULAR
DEPARTMENT: LAW ENFORCEMENT	LOCATION: MANDAREE, WHITE SHIELD, TWIN BUTTES
SALARY: \$21.00-\$26.00/HR	OPENING DATE:
CLASSIFICATION: NON-EXEMPT	CLOSING DATE: UNTIL FILLED

POSITION SUMMARY: The School Resource Officer operates within the exterior boundaries of the Fort Berthold Indian Reservation as a Tribal Police Officer for the Schools within each segment. The incumbent performs a range of police officer duties on school property to ensure a safe learning environment. Incumbent should have police experience with the ability to interact, and desire to teach the law enforcement “DARE” and “GREAT” programs to school students. The SRO provides law enforcement services to the assigned school, school grounds and surrounding areas adjacent to the school. The SRO investigates allegations of criminal incidents and enforces applicable laws. The SRO makes appropriate referrals to juvenile authorities or other governmental agencies. The SRO requires considerable knowledge of Law Enforcement Services, Criminal Investigations, MHA Nation Policy and Procedures and the Bureau of Indian Affairs Personnel Manual. Works with the Education Resource Officer to improve attendance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Educates students in D.A.R.E. (Drug Abuse Resistance Education) and G.R.E.A.T. (Gang Resistance Education and Training).
2. Serve as a source of law enforcement related information to students, parents, faculty, and other law enforcement personnel conducting business at the school.
3. Meets with students and provides law enforcement related counseling and guidance, making referrals as needed to other agencies.
4. Perform the full range of police activities to include investigating, apprehending, arresting, and detaining persons and charges persons with violations of Federal, State, Local, and Tribal laws.
5. Responds to calls concerning felonies, misdemeanors, and emergencies.
6. Makes arrests in cases of crime or misdemeanors and following such arrests to testifying hearings and trials in Federal, State, City or Tribal courts as required.
7. Enforces laws and ordinances.
8. Makes appropriate referrals to juvenile authorities or other governmental agencies.
9. The SRO shall develop programs and conduct security inspections to deter criminal or delinquent activities.
10. The SRO will monitor crime statistics and work with local patrol officers and students to design crime prevention strategies.



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11. Establish and maintain a close partnership with school administration in order to provide for a safe learning environment.
12. Assist school administrators in emergency crisis planning and building security matters.
13. Provides a course of training for school personnel in handling crisis situations, which may arise at the school.
14. Be visible within the school community.
15. Attend and participate in school functions.
16. Build working relationships with the school's faculty and staff as well as with the student and parent or guardians.
17. Works with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.
18. Assist in conflict resolution efforts.
19. Initiate interaction with students in the classroom and general areas of the school building.
20. Promotes professionalism and is a positive role model.
21. Increases the visibility and accessibility of police to the school community.
22. Mandatory overtime and on call status exists.
23. Occasional travel for operational, training, and auditing purposes may be required. This position requires evening, night, and weekend work.
24. Direct report to the Sergeant.
25. **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.

Qualified candidates will then be rated as best qualified, well qualified, or qualified depending of their knowledge and experience requirements below:

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Knowledgeable School Resource Officer.
- Knowledgeable in filing systems, processes and procedures.
- Knowledgeable in the Three Affiliated Tribes Law Enforcement Services department.
- Operation of general office equipment.
- Modern office practice and procedures.
- Mandan, Hidatsa & Arikara Nation Personnel Policies & Procedures.
- Three Affiliated Tribes Law Enforcement organizational structure and Supplemental Operating Policy & Procedures.



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- 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 law enforcement activities specific to school environments.
- Knowledge of the methods, procedures, and techniques used in police work.

Skills

- Strong communication and interpersonal skills is required.
- Computer skills, with use of law enforcement software, and Microsoft Office suite.
- Customer Service experience is required.
- Must be friendly and approachable.
- Community policing atmosphere and philosophies are required.
- Understanding of PL101-360, PL93-638, CFR 2563, PLIOI-647, CFR 45 1301, 18USC922, EQ 12968, DOI 441 DM5, CFR 25 12, PL90-618, TAT PPP, TAT Background Investigations SOPP, TAT LES SOPP, Tribal laws, bylaws, resolutions and Constitution.

Abilities

- Interpret and explain rules and procedures.
- Provide extensive advice, guidance, and training on all aspects of a School Resource Officer processes and procedures.
- Effectively communicate with school employees, management, clients, and the public.
- Compile and organize data into reports.
- Performs clerical work requiring independent judgement and accuracy.
- Attention to detail.
- Works well independently and as a part of team.
- Strict confidentiality is adhered to.
- Must maintain an alcohol and drug free workplace.
- Zero tolerance of drug use.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma or General Equivalency Diploma (GED) is required.
- A Valid Driver's License is required.
- Incumbent must have a safe driving record and the ability to maintain tribal insurability of a motor vehicle.



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- Ability to successfully pass a Law Enforcement Background Investigation with a favorable suitability determination 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.
- Specialized Experience as a School Resource Officer is preferred.
- Must pass the Mental Evaluation, Medical and Physical Evaluation Battery exams.
- Experience of six or more months of providing administrative, clerical, technical, or military work that involved protecting property, equipment, data, or materials; or that involved making judgments based on the application of directions, rules, regulations, or laws is required.
- Specialized experience of 6 months that provided knowledge of a body of basic laws and regulations, law enforcement operations, practices, and techniques and involved responsibility for maintaining order and protecting life and property is required.
- Must have two years of successfully completed study at an accredited school above the high school level with at least 12 semester hours in police administration, police law and science, police investigation, criminology, law enforcement, general law, or similar subjects closely related to police work.
- Successful completion of Federal, State, county, or municipal police academy or comparable training course that included 40 classroom hours of instruction in police department procedures and methods, and local law and regulations may be substituted for 3 months of specialized experience or 6 months of general experience is required.
- Bachelor's Degree in Criminal Justice or closely related field is preferred.
- A combination of specialized experience and education may be considered as an equivalency to meet the minimum qualifications.

WORKING CONDITIONS:

- Standing for two or more hours.
- Work is performed in an office setting, school setting, or at an actual crime scene with long periods of sitting and typing.
- May be placed in hazardous situation when handling potentially dangerous materials, such as explosives, poisonous, corrosive, highly combustible, contaminated with infectious materials that require various safety precautions, such as protective clothing and equipment such as safety glasses, gloves, and masks.
- Is required to travel away from office for extended periods of time, and may work out in inclement weather.
- Requires hand-eye coordination and manual dexterity sufficient to operate a computer, keyboard and office equipment.



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- Work load may be stressful and may require irregular work hours.
- Government vehicle may be used if required to perform job duties.
- Work requires considerable exertion such as walking, standing, stooping, reaching, and lifting heavy objects in excess of fifty pounds.
- Duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather.

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 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

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