



The Three Affiliated Tribes **Job Description**

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION: Sergeant of Police DEPARTMENT: Law Enforcement Dept. SALARY: \$31.80/HR CLASSIFICATION: Exempt	FLSA STATUS: FT-Regular LOCATION: New Town, ND OPENING DATE: January 26, 2016 CLOSING DATE: OPEN UNTIL FILLED
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POSITION SUMMARY: This position is an intermediate supervisory position within the Three Affiliated Tribes Law Enforcement Services. The incumbent shall be responsible for the immediate supervision of patrol officer as assigned. The incumbent shall follow the Chain of Command of TAT Law Enforcement Services as outlined in the organization chart of the department. These are the requirements of this position:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Incumbent must be a Certified Police officer with the Indian Police Academy or a Post-Secondary Basic Police Certification, possess a valid driver's license, complete and pass a background investigation in accordance with TAT Personnel & Policies.
2. Incumbent must possess a certificate in supervisory or management in Law Enforcement and/or have knowledge and acquired the ability to supervise through work related experience in a supervisory position.
3. The incumbent will be under the immediate supervision of the Lieutenant of Police of the Three Affiliated Tribes Law Enforcement Services and adhere to the chain of command including duties assigned by the Chief of Police.
4. The incumbent shall abide by the Three Affiliated Tribes Policies and Procedures Manual in procedures relating to employment.
5. The Sergeant of Police must conduct themselves in a professional manner all times in accordance with the code of conduct standards; including a personal higher standard when working with their subordinates and the public.
6. If the incumbent is not certified in management or supervisory, he/she must have the willingness to attend the training set forth and able to meet the criteria in accordance with PL 93-638, must be able to attend the Federal Law Enforcement Training Center-Indian Police Academy in Artesia, NM for certification of Management and Supervisory Leadership within one year of the incumbent's placement to a supervisory position.
7. The incumbent must have the ability to be flexible of the department, staff and public.
8. The incumbent must have the ability to be self-motivated and work in correlations to complete assigned tasks, assist other entities and tribal programs to meet goals related to law enforcement.
9. The incumbent must have the ability to prepare required reports and data to all required law enforcement related information and court process as required.
10. The incumbent shall be responsible to acquire the knowledge of grants and other funded programs associated to law enforcement and assist in completing those obligations and goals. **Example:** if there is a police officer that is strictly dedicated to classroom instruction or highway safety due to the goals of the grant then that supervisor will make every effort to assist that officer in completing that goal through their perspective responsibilities to law enforcement services.



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11. The incumbent shall assist in emergent situations regarding life threatening situations in using common sense to pertinent emergent situations, as the first immediate supervisor of patrol it shall be the sergeant of police's responsibility to assist the initial officer and prepare the specified report in accordance to procedures and notifications.
12. The incumbent shall perform the duties of enforcing the Three Affiliated Tribes Laws and Order Code and traffic laws and assist in investigations relating to criminal conduct and those requirements of the agreement of PL 93-638 including state, tribal and federal entities.
13. The incumbent should have the skills to promote Three Affiliated Tribes Law Enforcement Services through public speaking and other assigned public appearances as assigned by the Lieutenant and Chief of Police or per public request.
14. The incumbent shall be responsible for the assurance of employee evaluations of those employees under their supervision and have a designated assigned officer to cover those shifts in which an employee has to take emergency leave, medical or family assistance situations and any approved leave in advance for those employees.
15. This incumbent shall be responsible for submitting training applications to the Lieutenant of Police for training that is required of the Police Officers and their respective specialized assignments such as Gang, Drug Enforcements, K-9 Unit, Family Violence, Sexual Abuse of Children and Women.
16. **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:

- Supervision of Patrol Officers as assigned.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Preference given to applicant with knowledge of Federal, State and Tribal Laws.
- Must have supervisory skills and knowledge of proper law enforcement procedures.
- Knowledge of certification of all firearms.
- Must be able to pass a medical exam and the Physical Efficiency Battery annually as part of a physical exam.
- Must have knowledge of First Aid and CPR.
- Valid North Dakota driver's license.
- Subject to drug testing and background investigation.

WORKING CONDITIONS:

- The work environment involves high risks with exposure to potentially dangerous situations including: attack with deadly weapons, physical attack and operating vehicles at high rate of speed, etc. may be required to work long and irregular hours and/or weekends and at night, frequently changing shifts and duty stations. Assignments are subject to change without notice. There is an ever-present danger of death or injury from physical assault or accident in the line of duty.
- The incumbent must have considerable physical strength and agility to pursue suspects (sometimes on foot), to make and maintain arrests despite possible resistance, to move heavy objects which may present hazards (fallen rocks or dead deer on the highway, etc.), to fight fires, to make searches involving traversing difficult terrain under adverse conditions



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and to handle any other emergency situation. Incumbent must be able to defend self or others against physical attack. Must be able to pass a medical examination and the Physical Efficiency Battery annually as a part of a physical examination.

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:

- * MHA Nation Application & Law Enforcement Questionnaire &:
 - Degree/Diplomas/Certificates (Police Academy & CITP) and Transcripts
 - Valid Driver's License & Social Security Card or Passport
 - Tribal ID (CIB, ID Card) (If applicable)
 - Veteran (DD214) (If applicable)

Submit all necessary information to: TAT HR 404 Frontage Rd New Town ND 58763
701-627-4781 Office 701-627-2960 Fax