

COQUILLE INDIAN TRIBE

Position: Police Officer (Trainee)
Department: Public Safety Department
Reports to: Chief of Police
FLSA Status: Full-time Non-Exempt
Salary Grade: \$24.09
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Perform professional law enforcement duties, which include but are not limited to patrol, crime investigation work and responding to requests for services.

The ability to successfully complete all pre- and post-hire requirements described in this job description are a condition of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Police Officer Trainee will be required to complete Oregon Police Academy within one year. Once complete Trainee will be converted to a Police Officer.
2. Patrols assigned areas. Patrols by vehicle and/or foot.
3. Responds to incoming calls to the Tribal Police Department. Responds to dispatch calls and investigates criminal or civil misdemeanors, traffic accidents involving personal injury and/or property damage, vandalism, and burglary.
4. Investigates complaints and incidents of a suspicious nature. Assists in conducting investigations in traffic, burglary or reported incidents as assigned. Ensures that laws and ordinances are enforced.
5. Works with citizens to enforce state, Tribal and local laws.
6. Maintains public peace and safety.
7. Cites and/or arrests persons in violation of the law.
8. Responds to security and/or alarm issues at the Tribe's Administration Office, Wellness Center, Learning Center, , Housing Authority, Community Plankhouse and Tribal lands.
9. Handles citizen complaints.
10. Provides Tribal Police Department assistance to the Tribal Council and Executive Director as requested by them or the Chief of Police. Attends routine and specialized training classes and seminars of law enforcement methods and techniques.
11. Testifies in court to present evidence or testify against persons accused of criminal activity
12. Prepares accurate and complete police reports on crimes and investigations.
13. Completes all reports timely in a legible and accurate manner; enters data into system.
14. Assists other agencies as needed.
15. Works various shifts including nights, weekends, and holidays.
16. Attends public meetings and represents the Public Safety department, as assigned.
17. Performs other duties, as assigned

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. Officer may be required to travel by boat and/or board vessels. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. The employee is required to use hands and fingers to feel; handle or operate objects, controls or tools listed below; reach with hands and arms; climb and balance, stoop, kneel, crouch and crawl.

The employee must occasionally lift and/or move more than 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

TOOLS AND EQUIPMENT USED

The employee uses tools and equipment such as: police vehicle, police radio, radar gun, police baton, other weapons as required, handcuffs, breathalyzer, pager, first aid equipment, telephone, cell phone and a personal computer including word processing software.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
5. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
7. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
8. Ability to work with mathematical concepts such as basic arithmetic.
9. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
10. Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
11. Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.

12. Knowledge of equipment used in law enforcement, communications, computers, and vehicles. Proficient in firearm safety.
13. Skill in directing investigative, community and public relations, crime prevention, and support activities.
14. Ability to integrate training, experience and common sense sufficient to identify potentially dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
15. Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
16. Ability to work extended hours and various work schedules, including evenings, weekends, and holidays.
17. Ability to respond to community issues and concerns with a high level of sensitivity.
18. Ability to prepare accurate, complete, and legible reports and present detailed, accurate and objective oral presentations and response to questions.

LICENSING AND CERTIFICATION REQUIREMENTS

1. Ability to meet Tribal Public Safety Department physical standards.
2. Complete, prior to hire, an approved psychological screening.
3. Complete, become certified, and remain certified with the Basic Law Enforcement Training Certification, by completing required number of hours of training per Department of Public Safety and Standards Training in Oregon within one year of employment.
4. First Aid/CPR certification required or ability to obtain within 90 days of employment.
5. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
6. Complete the Oregon Revised Physical Agility Test within one year of employment.

REQUIRED QUALIFICATIONS

1. High school graduate or equivalent required.
2. Must be at least 21 years of age.
3. Successfully complete a physical fitness (agility) test.
4. Professional experience in meeting and dealing with the public required.
5. Experience working with Native American communities strongly desired.