NEZ PERCE TRIBE
CLASS DESCRIPTION
2006

CLASS TITLE: POLICE OFFICER (ENTRY) **FLSA STATUS: NON-EXEMPT**
PROGRAM: LAW ENFORCEMENT **GRADE: 15**
DEPARTMENT: NEZ PERCE TRIBAL POLICE

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to protect and serve the people of the Nez Perce Tribe. The class is responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within 30-mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within 30 minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls.

ESSENTIAL TASKS

Patrols assigned area of responsibility; answers complaint calls and assists in investigating crimes and disturbances; interviews witnesses; gathers evidence; interrogates suspects, and makes arrests; processes arrested suspects, obtaining necessary information, fingerprints and photograph; prepares investigation reports.

Secures crime scenes, and fire and rescue scenes, controlling access to area and monitoring activity; checks security of business establishments.

Investigates and establishes cause of traffic crashes, and assists victims.

Appears in court as a witness to give testimony in criminal and civil proceedings; escorts prisoners between courtrooms, jail, and medical facilities.

Serves legal papers such as summons, warrants, and special court orders; utilizes directories and other means to locate designated parties; explains briefly the meaning of papers and makes arrests when necessary.

Prepares and presents information for assigned area to community groups; develops and maintains liaisons with other law enforcement agencies.

Gathers and maintains information to support periodic and special reports documenting departmental activities, data, and events.

Attends staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

Performs routine office tasks such as typing reports, record keeping, filing, telephoning, and photocopying.

Performs community policing and community relation's activities, and drug/alcohol prevention programs with local agencies, schools and community groups.

Performs other duties assigned by the Chief of Police or supervisors.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Requires summarizing, tabulating, or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT: Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: Requires handling and/or operating complex machinery or equipment that requires extended training and experience such as patrol vehicles, protective equipment, electronic telecommunications equipment, emergency equipment, intoxilizers, or firearms.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires performing coordinating work involving guidelines and rules with constant problem solving.

MATHEMATICAL REQUIREMENTS: Requires performing basic addition and subtraction, such as making change or measuring, or multiplication and division; may calculate ratios, rates and percent

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LANGUAGE REQUIREMENTS: Requires reading technical instructions, procedures manuals, and charts to solve practical problems such as routine office equipment operating instructions or methods and procedures for investigations; composing routine or specialized reports or forms with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Requires specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires application of specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. Must be free from emotional or mental conditions, which might adversely affect performance as law enforcement officer.

JUDGMENTS AND DECISIONS: Requires being responsible for guiding others, requiring frequent decisions, affecting coworkers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but with many variations from the routine.

VOCATIONAL EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL EDUCATIONAL PREPARATION: Requires High School Diploma or GED.

SPECIAL CERTIFICATIONS AND LICENSES: Requires proof of U.S. citizenship and proof of being at least twenty-one (21) years of age at time of appointment. Must meet and pass the entry level requirements to the Indian Police Academy. Requires a valid Idaho State Drivers License with the ability to be insured under Tribal policy. The selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four consecutive years from date of hire. Must have good conduct and honorable discharge from the military service if applicable.

EXPERIENCE REQUIREMENTS: Entry-level Officer requires not less than two years of responsible work experience following high school graduation.

DRUG AND ALCOHOL TESTING

The Nez Perce Tribe is a drug-free workplace. The Nez Perce Tribe believes that a healthy and productive work force, safe working conditions free from the effects of drug and alcohol, and in maintaining the quality of products produced and services rendered by tribal employees. The abuse of drug and alcohol creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality o products and services.

All employees are subject to random drug tests and to the tests when the use of alcohol or drugs in the

workplace is suspected. Some potential employees are also subject to pre-employment drug tests.

INDIAN PREFERENCE POLICY

Tribal preference will apply.

CLASSIFICATION DESCRIPTION APPROVAL

DEPT. MANAGER [signature] DATE 11-21-06

HUMAN RESOURCES [signature] DATE 11-8-06

NPTEC CHAIRMAN for [signature] DATE 11-29-06