

Position: Police Officer  
Department: Department of Public Safety  
Supervisor: Department of Public Safety Director  
Supervises: No-One  
FLSA Status: Non-Exempt

**Position Summary:**

Under general supervision, perform law enforcement work including security, traffic enforcement, booking and other related duties as required.

**Duties and Responsibilities:**

- Investigates reported criminal activity/cases.
- Patrols tribal territorial jurisdiction.
- Issues citations for traffic and non-traffic violations.
- Maintains peace and order through the enforcement of statutes, ordinances and regulations.
- Checks records to determine past criminal activity.
- Administers breathalyzer tests as necessary, compiles statistics.
- Generates forms and maintain files.
- Seizes contraband.
- Makes Arrests.
- Serves warrants and court orders.
- Takes detained persons and property into custody.
- Checks parking lots, schools, and building grounds.
- Provides security escort for money, valuables or persons, examines doors, windows, locks, and vehicles for security and safety.
- Controls crowds, disturbances or emergency operations, respond to requests for information or assistance from the general public.
- Interviews and takes statements from witnesses, medical personnel and complaints and prepares summary reports.
- Completes arrest forms.
- Assists prisoners in contacting bondmen or legal counsel.
- Searches prisoners.
- Directs traffic.
- Uses prevention measures in deterring criminal activities.
- Writes reports as required.

**Knowledge, Skills, and Abilities:**

- Knowledge of safe vehicle operations.
- Ability to establish and maintain effective working relations with others.
- Ability to learn law enforcement principles.
- Ability to write reports.
- Ability to deal with citizens in difficult situations.
- Ability to perform strenuous physical tasks.

**Education and Experience:**

- Graduated from a standard high school or possession of a General Education Development Certification and one year's experience working with the public.
- Thirty semester hours of college or equivalent experience in related field.

*In compliance with Title 25, Police and Law Enforcement Services, Section 302., "Entry Level Qualifications," (c), (1) & (2), of the Sac and Fox Nation Code of Laws: Mandatory Minimum Qualifications:*

- Must be certified through a Basic Police Academy, whether the Indian Police Academy (BIA) or State.
- Must be at least 21 years of age
- Must reside in or near the tribal jurisdictional area
- Must pass a background investigation (has not been convicted of a felony, a crime or moral turpitude, or who has been dishonorably discharged from the Armed Forces of the United States)
- Must be in good to excellent general health; free from any mental or physical problems
- Height must be in proportion with weight
- Eyesight must be 20/20 or corrected to 20/20 (contact lenses and glasses are acceptable)
- Hearing must be normal in both ears (no hearing aid devices)

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Employee's Signature

Date

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Supervisor's Signature

Date