



Yurok Tribe

Job Description

JOB TITLE:	Police Officer		
JOB GRADE:	PS WS 5	REPORTS TO:	Police Chief via Chain of Command
STATUS:	Non-Exempt	LOCATION:	Yurok Reservation
DEPARTMENT:	Tribal Police	DIVISION:	Public Safety
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$29.35-\$45.53		

POSITION SUMMARY:

Under general supervision, performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and tribal ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and dissemination of information and assistance to the public; controls traffic flow and enforces traffic regulations and performs related work as required.

DUTIES AND RESPONSIBILITIES:

1. Patrols assigned areas to ensure the security of life and property, observe situations and deter crime by providing high visibility. Conducts commercial/industrial security checks of closed facilities while on patrol.
2. Responds to suspicious activities and answers emergency calls for service.
3. Enforces Tribal ordinances; issues verbal warnings and citations; pursues and apprehends suspects and requests assistance as required.
4. Interviews suspected violators of the law by giving careful and timely consideration to the individual's constitutional rights resulting in lawfully obtained incriminating statements.
5. Attempt to locate witnesses of reported crimes and interview them for pertinent information.
6. Carefully evaluates each crime scene, establishes the elements of a particular crime and recognizes physical evidence.
7. Follows up on cases resulting in offender apprehension and property recovery.
8. Writes legible reports and other documents as required; prepare reports and other required documents using correct spelling, grammar and punctuation.
9. Coordinates crime scene control and investigation, including interviews and interrogations, identification of witnesses, photographing, overseeing collection and preservation of physical evidence. Maintains the chain of evidence by properly marking, tagging, and storing in accordance with established rules of evidence and departmental procedures.
10. Restores order; protects life and property; maintains peace at public gatherings and in conflict situations.
11. Prepares and documents cases, completes reports and records, and prepares and maintains other logs and records.
12. Transports criminals to the courts, hospitals and various other locations. Transports other involved parties as assigned.
13. Serves civil papers to local residents as assigned; researches and locates persons to be served.
14. Serves as team member as assigned in such special projects as drug enforcement, livestock investigations, and boating regulations.
15. Investigates traffic accidents and provides traffic and crowd control as necessary; participates in special details and assignments, include K-9, search and rescue and resource protection and enforcement duty.

16. Retrieves, identifies and returns found property and/or evidence to owners.
17. Provides emergency aid and assistance to incapacitated persons and requests additional response.
18. Provides information, directions and other services and assistance to the public; speaks to individuals and groups explaining the law, police actions taken, safety and crime prevention measures, provides safety information to businesses.
19. Appears in court and testifies as required.
20. Maintains assigned equipment and vehicle in clean, serviceable condition.
21. Enforces tribal ordinances.
22. Maintains the confidentiality of investigations and cases and protects the privacy and constitutional rights of individuals.
23. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Must possess a Basic Academy Certificate from a California POST approved police academy or equivalent. Possession of a high school diploma or GED is required.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Must pass a comprehensive background check in accordance with California Peace Officer Standards and Training (POST) requirements for peace officers, including, but not limited to, a criminal history check, physical examination, psychological evaluation and Voice Stress Analysis (VSA).
2. Must have the ability to understand and follow both oral and written guidelines.
3. Skill and knowledge in the operation of two-way radio equipment, multiple line telephone, computer and other office equipment.
4. Must be capable of relaying or transmitting information accurately, both verbally and in writing.
5. Must have the ability to constructively analyze emergency situations and to respond appropriately.
6. Must have knowledge of basic law enforcement terminology and concepts, techniques for dealing with people of all socio-economic levels under hostile and emergency situations. Safety practices and precautions pertaining to the work. First aid methods and their applications.
7. Within 90 days of appointment must obtain valid First Aid and CPR certificates.
8. Must have a valid telephone service.
9. Must be able to lift or carry unconscious, injured or combative people.
10. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employees will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds. Other physical fitness requirements that are necessary to perform the responsibilities of the job.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature	Date	Employee #
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Supervisor Signature	Date
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