

Kickapoo Tribe in Kansas Position Description

Title: Police Officer

Position: Kickapoo Tribal Police Department

Location: Law Enforcement Judicial Building

Supervisor: Chief of Police

Position Summary:

The Tribal Police Officer shall patrol the designated and assigned areas as directed by the Police Chief. Shall be responsible for assigned patrol vehicle, and all equipment issued. Shall file and submit all reports, provide directions to and information to individuals when necessary, shall respond to and investigate any/all suspicious activities, may monitor various people and places when necessary, arrest violators of illegal acts, serve/deliver all court orders, shall assist other law enforcement officers, shall perform all other duties as directed.

Essential Duties and Responsibilities:

Assigned to work rotating shifts including nights, week-ends, holidays, and on-call for emergency situations. Must be on-call to respond when needed. Work involves working in and under stressful conditions. Must have a strong desire to work with and for the Kickapoo Tribe in Kansas. Shall demonstrate good judgment and be able to work with little direct supervision. Must pass criminal background check with no felony charges. Must be able to maintain confidentiality.

Minimum Qualifications:

High School diploma, with at least one year of actual work experience as a Police Officer and/or Associates of Arts Degree in Criminal Justice or Criminology with at least six (6) months of actual work experience as a Police Officer. Pass the Mental/medical physical examination. Must possess valid driver's license in state of residency and be insurable under the tribe's insurance. Must be at least 21 years of age. It is desirable that only officers with Federal Law Enforcement Academy training apply but State Academy training will be allowable. A copy of Law enforcement Certification must be submitted with at least two (2) letters of work reference may be attached to the application or resume.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(1).

Drug-Free Workplace Policy:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug testing program as a condition of employment.

Indian Preference Policy:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job Description: Tribal Police Officer

Employee Signature

Date

Supervisor Signature

Date