



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## POSITION DESCRIPTION

**POSITION TITLE:** POLICE OFFICER

**SALARY:** \$25.00-\$30.00 HOURLY

**SUPERVISOR:** CHIEF OF POLICE

**NATURE OF WORK:** The Public Safety Department is responsible for the administration of the codes and ordinances of the Skokomish Indian Tribe, for preserving the public peace, and for protecting life and property. Officers are expected to work various shifts, which include holidays and weekends. Officers are also responsible for fish and Wildlife enforcement for the Skokomish Tribe on the reservation and throughout the Tribes U&A.

**JOB DUTIES AND FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

1. Responds to emergency calls and assists fire and EMS services within the Skokomish Tribe reservation boundaries.
2. Completes and maintains all written documentation, including daily work reports and case reports.
3. Responds to and investigates all reported incidents.
4. Works cooperatively with representatives from other jurisdictions and agencies.
5. Attends mandated and assigned training. Enforces Tribal and Federal statutes as directed.
6. Conducts patrols by boat or motor vehicle, all lands, tidelands, beaches and waterways within or adjacent to the Skokomish Tribe's Area for violators of tribal fishing regulations for both finfish and shellfish.
7. In the event of actual violation, prepare investigative reports; collect written statements and other documents necessary for prosecution. Collect evidence and testify in court when called to do so.
8. Assist in drafting and updating ordinances pertinent to the fisheries division.
9. Maintain communication with tribal councils, fish committees, fishery managers, and tribal fishermen.
10. Maintain working relationships with other agencies and jurisdictions.
11. Provide police services to assigned areas when needed or dispatched.
12. Other law enforcement duties when necessary and as directed.
13. Knowledge and experience in the use and navigation of marine and riverboats.
14. Familiarity with tribal communities and Treaty Rights issues is desirable.
15. Other tasks as assigned.

**KNOWLEDGE OF:**

1. Law enforcement practices and procedures.
2. Types of firearms, dispatch, and automotive and watercraft equipment used in enforcement work.
3. The principles and accepted good practices and procedures that apply to patrol, traffic control, criminal investigation, and crime prevention.

**ABILITY TO:**

1. Identify and analyze problems, evaluate alternative solutions and make sound judgments.
2. Move quickly and forcefully in response to unexpected situations.
3. Maneuver and work in a variety of ground conditions.
4. Operate patrol vehicles in emergency mode.
5. Maintain personal integrity and cultural sensitivity.
6. Have full range of motion of all body parts
7. Ability to walk, jog, run, bend, kneel, crouch, stoop in different situations
8. Operate watercraft as designated.

**SKILLS:**

1. Maintain honesty and confidentiality in all activities.
2. Ability to walk and have full use of all limbs.
3. Ability to hear and see (correctable to 20/20).
4. Ability to speak, read, and write the English language.
5. Ability to understand and follow written and oral directions.
6. Ability to work with people from a variety of cultures and ethnic backgrounds.
7. Willing and able to attend additional training as assigned.
8. Ability to maintain objectivity and suppress personal feelings when dealing with the public, regardless of race, creed, color, sex, family relationship, or other factors.
9. A combination of knowledge, training and experience that demonstrates the basic ability to perform the position's responsibilities as outlined.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or equivalency
2. Two years post-secondary experience in the area of law enforcement.
3. Successful completion of the approved Basic Police Training Course conducted at the Indian Police Academy, State Police Academy or equivalent training in law enforcement. If applicable, candidate must be willing to obtain Washington State Certification within 1 year of hire date.
4. Computer proficiency.
5. Must become SCUBA certified. Prefer dive experience
6. Must be in good physical condition, height proportionate to weight.
7. Must successfully complete and pass boating safety course/certification within 4 months of hire.
8. Requires proof of U.S. citizenship and proof of being at least 21 years of age at the time of hiring.

9. Requires valid Washington State driver's license and ability to be insured under Tribal policy.
10. The selected candidate must be able to comply with the Department of Corrections' Criminal Conviction Policy (no serious criminal convictions within ten years) to enter the job.
11. The selected candidate must successfully complete a drug screen test, a psychological and medical evaluation, polygraph examination, and a complete background investigation prior to and to retain employment.
12. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
13. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Incumbent takes initiative to meet work objectives; positively represents the tribe while maintaining the trust placed in each of us by of the Skokomish residents; demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

### **APPLICATION INSTRUCTIONS**

1. Application must be filled in completely (Do not write see resume).  
**APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and  
 TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_