

ROBINSON RANCHERIA CITIZENS BUSINESS JOB DESCRIPTION
Patrol Officer

Job Title:	Patrol Officer	Department:	Tribal Police Department
FSLA Status:	Non-Exempt	Location:	Tribal Office
Reports to:	Tribal Police Chief	Part-time	
Salary Range	DOE	9/17/2020	

Position Summary:

The Patrol Officer is a non-sworn position and unarmed. Under general supervision, the Patrol Officer will be responsible for patrolling Robinson Rancheria reservation boundaries in a Tribal Police vehicle to deter and detect criminal activity. The Patrol Officer will also be responsible for physically assisting the Robinson Rancheria's Citizens Business Council Police Chief as needed.

Essential Duties and Responsibilities:

1. Receive incoming phone calls; take messages for officers and assist callers as much as possible.
2. Receive calls for service from the tribal staff, casino staff, and tribal members on the reservation and determine if law enforcement response is required.
3. Keep a daily Patrol Activity Log, file and sort incoming mail, prepare incident reports and office duty functions as needed.
4. Must wear an issued uniform, shoulder patches, badge and black duty boots while on duty.
5. Maintain contact with tribal staff, casino staff, and tribal members regarding potential law enforcement problems. Preserve good relations with the public.
6. Work unsupervised as a solo unit. Perform related clerical duties as assigned.
7. Enforce tribal law and issue citations for violations as needed.
8. Ensure tribal buildings are secure.
9. Conduct foot patrols.
10. Other duties as assigned.

Abilities:

1. Knowledge of computer systems including Word, Excel, Power Point and Outlook.
2. Excellent verbal and written communication skills.
3. Working alone in the evening at times.
4. Understanding standard broadcasting and techniques of a police radio system.
5. Understanding using a taser.
6. De-escalation skills.
7. Sit for periods of 8-10 hours.
8. Good public working relations skills.
9. Conflict resolution skills.
10. Safety awareness skills.
11. Basic understanding of Robinson Rancheria Tribal laws.
12. Working experience with Tribal reservations.
13. Lift up to 50 lbs.

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Minimum Qualifications:

- High School Diploma or Equivalent.
- Up to two years of security patrol experience.

Language Skills:

Must have the ability to read, write, and comprehend simple instructions, correspondence, and memos.

Conditions of Employment:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Employee will serve 90-day probationary period.

Opportunity for Advancement:

- Based on performance, this position may lead into a Police Officer after completion of the U.S. Department of Interior, Indian Affairs, Office of Justice Services, The U.S. Indian Policy Academy.

Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self-Determination and Education Act, public Law 93-638

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*

I understand my job description and agree to abide by the terms stated within it.

Employee Signature:

Date: