



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

POLICE OFFICER LATERAL

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **POLICE OFFICER LATERAL**
Supervisor: Chief of Police
Location: La Push, Washington
Work Info: Full Time:
Salary: DOQ/E

POSITION SUMMARY:

This position is for experienced law enforcement officers only. Quileute Police Officers provide services and education to the public and perform other related work as required. The work is performed in accordance with accepted, contemporary policing practices and departmental regulations. This position requires consistent attention and commitment to assigned duties to be performed in an effective, efficient, and safe manner. Personal conduct and behavior must be such that it does not bring discredit or unnecessarily endanger the public's trust or confidence in the department or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work without supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Enforce criminal, traffic laws and local ordinances
- Patrol an assigned geographical area by foot or vehicle
- Respond to citizen emergency calls and complaints
- Investigate crimes and prepare written reports
- Issue citations, summons, serve arrest warrants
- Administer first aid and assist other emergency services
- Maintain a required level of physical and mental fitness
- Deal successfully with violent or stressful incidents
- Use physical force, including deadly force, to protect self, officers and public, if necessary
- Carry a firearm, wear a uniform, and work rotating shifts, including weekends and holidays
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to use de-escalation techniques to diffuse any situation.
- Knowledge of proper methods of physical restraint of other persons.
- Knowledge of basic principles and procedures of crime prevention, law enforcement and criminal justice system.
- Knowledge of the Quileute laws, ordinances, and regulations.
- Ability to respond quickly and exercise sound judgment in emergency situations.
- Ability to be flexible and adaptable decision making.
- Ability to use of firearms and weapons safely and accurately.
- Ability to maintain cooperative and responsible attitude toward co-workers and general public.

- Ability to communicate effectively both orally and in writing, including the ability to prepare and process citations, affidavits, warrants and investigative reports.
- Ability to physically perform the work assignments.
- Skills in computer and word processing software operation.
- Skills in problem-solving and conflict resolution skills.
- Ability to schedule rotating shifts for fellow officers.
- Ability to drive vehicles and operate all related job equipment.

WORK ENVIRONMENT:

In a police vehicle and outdoors in the confines of the Quileute reservation boundaries.

PHYSICAL DEMANDS:

Must have the ability to protect self and public from harm.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

- Must have B.L.E.A & Two (2) years previous experience
- U.S. citizen, 21 years of age, High School Diploma or GED and/or a two-year college degree desired
- Valid driver's license, no traffic misdemeanor convictions prior three years
- No felony convictions in any court; No misdemeanor convictions prior three years.
- No misdemeanor convictions ever for crimes involving use of weapons, physical violence, **DOMESTIC VIOLENCE**, or controlled substances
- Employee is required to live within a 30-mile radius of La Push
- Testing Process: Oral board Interview, Interview with the Chief, background investigation, fingerprints, drug screening. A polygraph exam may be required if requested by the Chief of Police
- Employee is required to have a telephone at his/her place of residence for emergency availability, and may be required to respond to emergency calls 24 hours per day

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid driver's license ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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