



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/Probation Officer

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

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

Via email: hr@guileutenation.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**)
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 (Probation)**
Supervisor: Chief of Police
Location: La Push, Washington
Work Info: Full Time: 40 Hrs/Week (M-
Salary: F) DOQ/E

POSITION SUMMARY:

The **Police Officer assigned to probation** is tasked with both the duties of Probation and Police Officer. The main priority of this position is to serve as a peace officer within the Quileute Tribal Court conducting check-in's, paper service, bailiff, inmate transports, continued probation monitoring, and all other assigned duties required by the court. In addition to these duties the officer would respond calls for service within his law enforcement capacity and cover shifts as needed to maintain public safety. The work balance of this position is hybrid in nature, but the sole focus of this position is to serve as an officer assigned to the com1.

POLICE 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.
- Deal successfully with violent or stressful incidents.
- Use physical force, including deadly force, to protect self, officers and public, if necessary.
- Testifies in Tribal, State, and Federal courts in response to subpoenas and summons. Carry a firearm, wear a uniform, and work rotating shifts, including weekends and holidays.
- Ability to work rotational shifts
- Other duties as assigned with the scope of position.

PROBATION DUTIES:

- Monitor adult and juvenile offenders to ensure compliance with Judgement and Sentencing Orders, Orders for Deferred Prosecution, Deferred Sentences and conditions of release after initial court hearings.
- Meet regularly with probation clients and outside agencies to verify compliance with drug and alcohol programs, domestic violence programs, mental health counseling, community service or any other condition of probation.
- Make home visits as necessary.

- Conduct drug screening/urinalysis of Defendants as directed by the Court.
- File reports with the Court on the progress of each client as directed by the Judge.
- File legal documents and supporting correspondence when appropriate to seek modification, termination, or revocation of a client's probation.
- Provide judicial officials with notice of a violation of a deferred prosecution agreement.
- Conduct pre-sentence reports to give the Court a client's personal and criminal history, treatment alternatives already attempted and proposed sentencing alternatives.
- Make sentencing recommendations for Defendants upon the request of Court or Prosecution.
- Assess the needs of Probationers and make appropriate service referrals, including, physical health and well-being; mental health; housing; transportation; education; vocational training; job skills training; and placement alternatives.
- Work closely with all supporting programs and departments to develop and implement effective programs to achieve rehabilitation excellence.
- Represent the Probation Department in Tribal Court which includes but is not limited to filing reports and giving testimony under oath.

WORK ENVIRONMENT:

- Indoors/Outdoors patrolling on foot and in a police vehicle
- In an Office/Courtroom.

PHYSICAL DEMANDS:

- Maintain a required level of physical and mental fitness

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

Required Qualifications:

- Completion of B.L.E.A. within one year of employment.
- U.S. citizen, 21 years of age, High School Diploma or GED, a two-year college degree desired.
- Have certification or receive for CPR and First Aid within one (1) year of hire date.
- 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.
- Must be willing to travel within Washington State and out of state as required.
- Must not have a dishonorable, bad conduct or discharge other than honorable from the military service.
- Testing Process: Oral board Interview, Interview with the Chief, physical fitness test, background investigation, fingerprints, drug screening.
- Must pass a polygraph and psychological exam as requested by the Chief of Police, medical examination prior to appointment.
- Employee is required to live within a 30-mile radius of La Push and respond from their residence to the Quileute Reservation within thirty (30) minutes of notification when on-

- call or re-called to duty for emergencies and manning shortfalls.
- 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 principle 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 Washington State 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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