



## 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 – Reserve Certified

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

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto: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**)
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 – Reserve Certified  
**Supervisor:** Chief of Police  
**Location:** La Push, Washington  
**Work Info:** Temp/Part Time: Up to 16 Hrs/Week  
**Salary:** (Sunday-Saturday) DOQ/E

**POSITION SUMMARY:**

The Quileute Tribe Reserve Police Officer serves as the first line public safety officer for the Quileute Tribe, all properties, the reservation, businesses, and tribal programs.

This position performs work involving the protection of life and property, the enforcement of laws and ordinances, the investigation of crimes, and the reduction of crimes. 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.
- 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.

**SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to use de-escalation techniques to diffuse any situation
- Ability to communicate effectively both orally and in writing, including the ability to prepare and process citations, affidavits, warrants and investigative reports.
- Ability to read/write and prepare detailed daily activity and case reports.

- Ability to deal effectively with the public.
- Ability to prepare and give oral presentations to the public.
- Ability to investigate accidents and crime scenes and make arrests.
- Ability to prepare case reports and submit them in a timely manner and give courtroom testimony.
- Ability to plan tasks and manage time efficiently.
- Ability to receive telephone calls and respond to emergencies.
- Knowledge of proper methods of physical restraint of other persons
- Knowledge of Tribal, state, and federal laws/enforcement procedures.
- Knowledge of traffic ordinances and codes.
- Knowledge of the use of maintenance requirements for departmental and personal protective equipment.
- Knowledge of Tribal policies and procedures and state statutes.
- Knowledge of Tribal safety practices, regulations, and policies.
- Skilled in problem solving and conflict resolution.

**WORK ENVIRONMENT:**

- Indoors/Outdoors patrolling on foot and in a police vehicle

**PHYSICAL DEMANDS:**

- Maintain a required level of physical and mental fitness

**SUPERVISORY RESPONSIBILITY:**

None

**QUALIFICATIONS:**

**Required Qualifications:**

- Current basic law enforcement academy certification.
- 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, Psychological Examination, 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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