



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502  
Tribal Offices: 251.368.9136 ♦ [www.pci-nsn.gov](http://www.pci-nsn.gov)

**Job Announcement:** HR2017:117

**Position Title:** Tribal Police Officer (Atmore Area)

**Advertising:** Tribal-Wide

**Department:** Public Safety

**Division:** Public Safety

**Immediate Supervisor:** Corporal

**Department Director:** Police Chief

**Employment Status:** Non-exempt

**Position Type:** Regular Part-Time

**Mandatory Reporter:** Yes

**Background Check Required:** Yes (child-sensitive)

**Opening Date:** Tuesday, November 14, 2017

**Closing Date:** Tuesday, November 21, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

## Overall Objectives of Position

The Tribal Police Officer prevents crime in accordance with departmental rules and regulations. Rapid and efficient performance of specialized duties involving an element of personal danger is required. Although a superior officer normally supervises work, emergencies may require the exercise of independent judgment. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Tribal Police Officer is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Tribal Police Officer is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

## Primary Responsibilities of the Tribal Police Officer

- Enforces Tribal, Federal and State laws, works accidents, provides escorts, and assists the public.
- Works closely with the Investigator during the investigation and follow-up on any crime.
- Directs and controls traffic around fires, accidents, and other disruptions as needed.
- Appears and testifies in Tribal, State and Federal Court.
- Writes and files reports accurately and in a timely manner.
- Performs other duties as assigned by the appropriate person.

## Day-to-day Responsibilities

- Patrols a designated area of the Reservation and/or other Tribal properties to preserve law and order, to prevent and discover the commission of crimes, and to investigate suspicious conditions.
- Responds to calls received from a citizen, dispatcher, or superior officer.
- Serves warrants of arrest and civil process.
- Conducts preliminary investigations, gathers evidence, and locates witnesses, and/or make arrests at the scenes of crimes or accidents as necessary.

## Education/License/Certification and Experience Requirements

- High School Diploma or equivalent required.
- Two (2) years of employment experience in law enforcement required.
- Must possess an Alabama Peace Officer Commission certification for law enforcement.
- Must obtain other related commissions as requested as identified and required after official date of hire in this position.

## Skills Required

- Absolute confidentiality.
- Must possess a work history that includes strong work performance and efficiency.
- Must possess character that earns the confidence of the people and minimizes public criticism or complaints.
- Must possess physical strength and agility, good general intelligence and aptitude for police work and knowledge of the geography of the reservation and surrounding areas.
- Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.
- Must possess a high level of maturity.

## Additional Requirements

- Must meet approved age, mental, physical, and medical requirements set forth by the Police Officers Standards and Training Commission and the Bureau of Indian Affairs.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- Must not have felony/domestic violence convictions. Must successfully pass the required criminal and character background check.
- Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**