Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: Police Officer
Lummi Nation Police Department (LNPD)

OPEN: May 2, 2018
CLOSES: June 29, 2018
EXEMPT: No
JOB CODE:
SALARY GRADE: 10 **($28.85 - $38.92)**
DIVISION: Law & Justice
SHIFT: Varies
DEPARTMENT: LNPD
LOCATION: Tribal Administration
SUPERVISOR: Sergeants
DURATION: Regular Full Time
VACANCIES: 1

JOB SUMMARY: This is general law enforcement, crime prevention and investigation work governed by Title 9, Lummi Nation Code of Laws, Law Enforcement Officers Code. Police Officers fulfill the responsibility of the Lummi Indian Business Council to maintain community safety.

The employee occupying the position of this class is responsible for the protection of life and property through enforcement of Lummi Code of Laws, Titles 5, 6, and other Tribal Codes, statutes and laws; rendering emergency assistance to the public in a wide variety of situations; patrolling residential, rural and business areas of the Lummi Indian Reservation, performing standard crime and accident prevention; identifying and recovering stolen property; investigating traffic accidents and crime; and deciding whether to arrest or not, as well as when to use force or firearms.

Law enforcement involves personal danger and the employee must exercise individual judgment and discretion in meeting emergencies and enforcing ordinances and laws. Other duties include conducting the complete investigation of crimes, and attending court for civil traffic and criminal cases.

Entry-level officers are expected to complete the Basic Law Enforcement Academy, and all officers are expected to complete the field training process, and the Washington State Equivalency Academy, if necessary. Officers are expected to apply formal classroom training and on the job training experiences to actual work situations. As experience and training increases, the degree of direct supervision decreases. Assignment and general or special instructions are received from a superior officer, who reviews work occasionally while it is being performed, or through records, personal inspection, and discussion.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Interact with and serve the Lummi Community in a professional, patient and compassionate manner.
2. Interact effectively and professionally with other Lummi Nation Police Department staff and employees of other LIBC Departments and outside agencies.
3. Patrol areas of the reservation in a police car, foot and all terrain vehicles to discover and deter crime.
4. Respond to and investigate crimes. Protect the public, gather and preserve evidence and take statements concerning crimes occurring on the Lummi Reservation.
5. Enforce Tribal, Federal and State law by issuance of warnings, citations or making arrests as appropriate.

6. Practice officer safety skills to ensure safety of self and others. Handcuff and search arrested persons and secure their custody. Transport arrested persons to court, jail and convicted persons to institutions out of county and out of state.
7. Accurately complete necessary reports concerning crimes, circumstances of arrests, gathering of evidence and personal information of witnesses and victims.
8. Assist citizens by giving information on laws, ordinances and direction to other authorities or agencies when appropriate. Assist other Tribal Departments to fulfill their responsibilities by sharing non-confidential information and taking enforcement actions as necessary. Aid persons who are injured or in distress.
9. Investigate family disputes and reports of maltreatment of children, apply knowledge of codes and decide when to take persons into custody as needed, or refer them to the appropriate authorities. Refer victims to Victims of Crime program.
10. Gather and preserve evidence; ensure evidence is properly maintained for use in court. Testify in court concerning their observations, decisions, actions, and arrests.
11. Be on call and available to quickly respond to emergency call-outs.
12. All other necessary law enforcement or emergency service duties, as assigned by a supervisor.
13. Learn Lummi culture and apply knowledge as appropriate to investigate crimes and interact with community members.

MINIMUM QUALIFICATIONS:

- High school graduation or GED.
- Pass written law enforcement exam.
- Pass physical fitness testing.
- Ability to pass Criminal Justice Employee Background investigation.
- Pass polygraph testing.
- Satisfactory Pre-Employment Psychological Evaluation.
- Oral Interview
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.
- Must be 20 ½ years at time of hire.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to analyze situations quickly and objectively, to recognize actual and potential dangers and to determine proper course of action.
- Ability to read and understand laws, ordinances, rules and regulations.
- Ability to cope with stressful situations firmly, tactfully and with respect.
- Ability to communicate clearly, verbally and in writing, including interviewing victims, suspects and witnesses.
- Ability to maintain effective relationships with fellow employees and with citizens of varied racial, ethnic, or economic backgrounds.
- Ability to learn and use investigative techniques and law enforcement equipment, including maintenance of all equipment.
- Have high moral character, which includes honesty and trustworthiness. Have integrity, sound judgment and temperate habits.
- Ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic geometry.
- Ability to write police reports and interoffice memoranda, and prepare traffic collision reports, including detailed drawings.
- Knowledge of law enforcement principles and practices.

- Knowledge of geography of the Lummi Reservation and surroundings.
- Knowledge of the general orders, rules and regulations and divisional operating procedures.
- Skill in the operation of two-way communications equipment.
- Basic keyboarding and data entry skills, for the entry of police reports and electronic data.
- Ability to testify in court.
- Must maintain strict confidentiality at all times.
- Knowledge of Lummi Culture and Community.

These knowledge, skills and abilities are usually acquired through education, training and 2 years of experience involving investigation, inspection, interviewing, including recording and reporting of data. Equivalent combinations of education and experience will be considered.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have 3 year commitment on file prior to testing and hiring.
- Must attend and pass basic police academy within one year of hire.
- Must have no convictions of moral turpitude and must maintain conduct through employment with LNPD
- Abstain from any illegal drug use per LIBC Drug & Alcohol Free Workplace Policy; No illegal drug use within last 7 years; prior use will be evaluated on a case by case basis.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376 or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.