



CHOCTAW LAW ENFORCEMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS
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CHOCTAW, MS 39350

JOB ANNOUNCEMENT #331089

JOB TITLE: Police Officer (9 POS.)
SUPERVISOR: Captain, Department of Public Safety
TYPE OF EMPLOYMENT: Regular Full Time
SALARY: Commensurate with Law Enforcement Pay Scale
LOCATION: Choctaw Justice Complex
OPENING DATE: OCTOBER 24, 2018 **OCT 24 2018**
CLOSING DATE: NOVEMBER 07, 2018 OR UNTIL FILLED
SCOPE OF SERVICE:

The police officer is responsible for the maintenance of law and order in an assigned area within the jurisdiction of the Mississippi Band of Choctaw Indians.

DUTIES AND RESPONSIBILITIES:

1. to investigate, apprehend, arrest, and detain all persons charged with violations of 18 USC 1153, 1164, and 1165 and the Choctaw Tribal Code, and any State statutes which may be applicable within Indian Country in the State of Mississippi and Tennessee;
2. to facilitate the orderly flow of traffic and to investigate traffic accidents;
3. to patrol assigned area of responsibility in an effort to reduce and/or control the number of crimes committed;
4. to conduct initial investigations of crimes and to secure the crimes scene and evidence;
5. to make arrests and transport prisoners to appropriate authorities for booking and formal charging;
6. to respond to all calls as quickly and safely as possible;
7. to serve Federal, State, and Tribal warrants, subpoenas, and other court papers;
8. to testify at trials and hearings in Federal, Tribal, or State courts as required;
9. proactively interact within the community to prevent criminal activities
10. obtain and execute search and arrest warrants;
11. prepare initial, supplemental, and final reports as required, in a clear, logical, concise and impartial manner;

12. serve on assigned details
13. providing non-enforcement services to the public, including but not limited to, providing crime prevention information and suggestions to the public;
14. conducting search, interviews, corroborating testimony, and preparing case reports;
15. other duties assigned by the shift sergeant, Lieutenant/Training Officer, Police Captain, Director or Designee.

WORK ENVIRONMENT:

The Police Officer may be required to reside within an assigned Choctaw Community, but is expected to provide service in any community or at any other location when assigned.

QUALIFICATIONS:

The minimum qualifications for the position of Police Officer are:

1. Applicants must not be less than 21 years of age, in compliant with the BIA Police Academy regulations.
2. Applicant may be required to take a Placement Test (TABE) and pass prior to selection to employment.
3. Applicant may be required to take the Physical Efficiency Battery (PEB) Test prior to selection to employment.
4. Applicant must be in good physical/mental health; also applicant must pass a physical examination upon employment.
5. Applicant must successfully withstand a personal background investigation to determine that he/she is of good moral character, and that he/she is honest, loyal, and above reproach.
6. Applicant must not have been convicted of a felony or domestic violence at any time or of a misdemeanor within the past three years.
7. Applicant must successfully pass an approved firearms course upon employment.
8. Applicant must have the ability to write reports in English in a clear, concise, and logical manner.
9. Applicant must have proficiency, or high potential of proficiency, in the use of firearms.
10. Applicant must have the ability to meet and deal with a diverse range of persons in stressful situations.
11. Applicant must be a graduate of, or have the willingness and ability to graduate from, within one year, the Basic Police Academy Training Course at the Indian Police Academy, or a similar course substantially meeting or exceeding the level of training provided by the Indian Police Academy.
Failure to graduate within one (1) year will result in dismissal.
12. Applicant will be on probation for up to 18 months pending successful completion of the Basic Police Academy Training Course as well as the Choctaw Police Department Field Training Officer program. **Failure to**

successfully complete the Choctaw Police Department Field Training Officer program will result in dismissal.

13. Applicant must have at a minimum a high school diploma or GED, with some college work preferred.
14. Applicant should be fluent in speaking, reading and writing English with preference in the ability to understand and speak the Choctaw language.
15. Applicants must have a valid driver's license, valid insurance, and must possess reliable transportation with a good driving record.
16. Applicants must possess and maintain their own telephone and update contact information with the Choctaw Police Department when changed.

PHYSICAL DEMANDS:

The Police Officer must have considerable strength and ability to pursue suspects, to make and maintain arrest despite possible resistance, to move heavy objects which may present hazards, and to handle and emergency situations. Incumbent must be able to defend himself and others against physical attacks. The position involves high risk with exposure to potential dangerous situations, including attacks with a deadly weapon at unexpected times.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350