



## CHOCTAW LAW ENFORCEMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS  
125 RIVER RIDGE CIRCLE • P. O. BOX 6010  
CHOCTAW, MS 39350

### **JOB ANNOUNCEMENT # 471097**

**POSITION TITLE: Uniform Patrol Officer (Tribal Security) - 9 Positions**

**OPENING DATES: SEPTEMBER 13, 2018 SEP 13 2018**

**CLOSING DATES: SEPTEMBER 27, 2018 OR UNTIL FILLED**

**SUPERVISOR: Uniform Patrol Supervisor**

**TYPE OF EMPLOYMENT: Regular, Full- Time**

**JOB LOCATION: Choctaw Tribal Community;  
(1-Conchatta, 1-Bogue Chitto, 1-Crystal Ridge, 1-Standing Pine,  
1- Red Water, 1-Bogue Homa, 3-Pearl River)**

#### **SCOPE OF SERVICE AND EFFECT:**

The Uniform Patrol Officer is responsible for patrolling and ensuring that all tribal business buildings and schools are secured by physically checking all doors and windows and will also be required to do bailiff duty. The overall objective is to increase and maintain the level of security on a regular and ongoing basis in and around the Tribal businesses, buildings and properties.

#### **DUTIES AND RESPONSIBILITIES:**

01. Patrol assigned area(s) in patrol unit and/or on foot; maintain high level of security consciousness and awareness of activity within and around the Tribal businesses, buildings and properties.
02. Respond to all security related radio calls
03. Monitor and report unauthorized or suspicious person/vehicles within the security area to Choctaw Police Department.
04. Make reports of any indoor or outdoor security light bulbs requiring replacement, and any other property damaged, defective equipments and/or facilities.

05. Report all types of vandalisms and/or break-ins.
06. Notify the Supervisor/ Director in any case in which the making of an arrest might be necessary.
07. Notify the Supervisor/Director of all confrontations with any staff member or visitors.
08. Perform other related duties as assigned by the supervisor or director of Public Safety.
09. Complete and turn in all Field Activity Reports, incident reports and necessary documents on a daily basis.
10. Be able to write an effective, informative, descriptive and concise report.
11. Attend all security meetings and trainings.
12. Maintain the upkeep of security vehicles and work stations.
13. Will be required to work the week of the Choctaw Indian Fair.
14. Carries out other duties as assigned by supervisor(s)

**WORK ENVIRONMENT:**

The Uniform Patrol Officer will be scheduled to perform duties during both day and evening hours at a location in the area described above. These duties will be required on a 24 hour rotating shift schedule. The work environment is subject to weather conditions.

**PHYSICAL DEMANDS:**

1. Must be in good physical condition and in good health, both mentally and physically.
2. Must be able to stand/walk for long periods of time.
3. Must be able to run/walk on uneven terrain.
4. Must be able to defend one-self if confronted in a sudden hostile/violent atmosphere at any given situation.
5. Must be able to think and act quickly in any emergency situation.
6. Must be able to hear and communicate effectively.
7. May be required to perform some lifting and bending.
8. Must be willing to go through a departmental physical (PEB) testing, which includes a mile & half timed run, push-ups, sit-ups, stretches & agility run.

## **QUALIFICATIONS:**

- 01. Must have a High School Diploma or GED (attach copy with application)**
- 02. Must possess a VALID Mississippi Driver's License (attach a copy with the application),** have adequate personal transportation and proof of liability insurance coverage.
- 03. Indian preference will be exercised in selecting candidates.**
04. Applicant must be 19 years of age and must **be able to participate** in departmental physical testing **without any** physical/medical limitations.
05. Must be qualified to operate Tribal vehicles.  
(must not exceed MBCI risk management points system.)
06. Must have high moral of characteristics; maintain high standards of personal conduct, honesty and integrity.
07. Ability to write an effective report of activities, such as incidents occurring on his/her shift or assignments that clearly identifies the date/time, nature of the incident or action, person(s) and properties involved, the names of complainants and other statements from witnesses and personal observations.
- 08. Must pass a criminal background check**
09. Applicant must **never** have been convicted of a **felony and domestic violence convictions** within the **past three years.**
10. Must pass personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.
11. Must be able to follow written and verbal instructions. Must be able to perform required duties efficiently with minimal supervision.
12. Must maintain a working telephone (cell or home) at all times.
13. Will be required to do bailiff/court room security duties.

**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