



CHOCTAW LAW ENFORCEMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS
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JOB ANNOUNCEMENT #18-01-22

Position Title: Police Officer
Salary: Pay Grade 9
Supervisor: Captain, Department of Public Safety
Type of Employment: Regular, Full-Time, Non-Exempt
Opening Dates: JULY 14, 2016 JUL 14 2016
Closing Dates: JULY 28, 2016 OR UNTIL FILLED
Job Location: Choctaw Reservation

SCOPE OF SERVICE AND EFFECT:

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.

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 statues 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 crime scene and evidence;
5. To make arrests and transport prisoners to appropriate authorities for booking 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.

DUTIES:

1. Obtaining and using search and arrest warrants
2. Preparing initial, supplemental, and final reports as required, in a clear, Logical, concise, and impartial manner;
3. Serve on protection assignments;
4. Providing non-enforcement services to the public, including, but not Limited to, providing crime prevention information and suggestions to the Public;
5. Making searches, conducting, interviews, corroborating testimony, and Preparing case reports;
6. Other duties as assigned by the Director, Police Captain, and Sergeant.

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. Applicant must not be less than 21 years of age, nor thirty-seven (37) years of age at the time of employment, in compliance 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 must be in good physical/mental health, also applicant must pass a physical examination upon employment.
4. Applicant must be in conformity with the height/weight ratio as required by the BIA Standards.
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 at any time or of a misdemeanor with the past three years.
7. Applicant must pass a firearms examination upon employment.
8. Applicants 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 wide 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 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 must have at a minimum a high school diploma or GED, with some college work referred.
13. Applicant should be fluent in the Choctaw and English languages.
14. Preferential treatment will be extended to qualified Indian applicants.
15. Applicants must possess reliable transportation, valid driver's license and insurance with a good driving record.
16. Applicant must possess and maintain their own telephone.

PHYSICAL DEMANDS:

The incumbent must have considerable strength and agility to pursue suspects, to make and maintain arrest despite possible resistance, to move heavy objects which may present hazards, and to handle any emergency situations. Incumbent must be able to defend himself and others against physical attack.

The position involves high risk with exposure to potential dangerous situations, including attack with deadly weapons 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:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, 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 waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

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