



Position Title: Patrol Officer
Scheduled Hours: **Part Time**
(hours may vary depending on need)
Reports To: Chief of Police
Wage Scale: \$19.00hr - \$27.00hr (depending on qualifications)

Overview:

The Police Officer duties and responsibilities include conducting criminal investigations by gathering evidence, interviewing victims and witnesses, and interrogating suspects. Documents observations and actions by radioing information and completing reports. Reports observations and action by testifying in court.

Required Skills and Qualifications:

Essential Job Functions

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

- Enforce all relevant codes, ordinances, laws, and regulations.
- Respond to calls for police service, both emergency and non-emergency.
- Patrol assigned locations on foot and by vehicle to prevent and discover crime.
- Enforce traffic regulations, recognize violations, and issue citations.
- Secure and investigate crime scenes and collect and preserve evidence.
- Makes arrests in accordance with proper apprehension techniques.
- Complete appropriate reports, forms, logs, and citations.
- Testify in court when subpoenaed.
- Provide emergency aid as needed.
- Protects citizens by preventing crime, enforcing laws, apprehending suspects, and monitoring traffic.
- Presents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective, and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; and detaining suspects.
- Apprehends suspects by responding to complaints and calls for help, observing violations, and making arrests.
- Fulfills court orders by serving warrants and commitments.
- Maintains safe traffic conditions by monitoring and directing traffic, enforcing laws and ordinances, investigating accidents, providing escort, and reporting unsafe streets and facilities.
- Minimize personal injury by rescuing and reviving victims and radioing for medical assistance.
- Maintains operations by following department policies and procedures and recommending changes.
- Ensures operation of equipment by practicing responsible use, completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, notifying supervisor of needed repairs, and evaluating new equipment and techniques.



- Maintain professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending education workshops; reviewing professional publications; practicing skills; and participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.
- Other duties as assigned.
- **Maintaining Public Order:** Enforcing laws, patrolling assigned areas, and responding to emergencies.
- **Investigating Crimes:** Gathering evidence, making arrests, and conducting initial investigations.
- **Writing Reports:** Documenting incidents and activities and providing feedback on case study.
- **Collaborating with Other Agencies:** Working with other law enforcement agencies and emergency services.
- **Providing Assistance:** Helping victims of crime, attending public events, and providing crowd control.
- **Enforcing Traffic Laws:** Issuing citations, managing traffic accidents, and establishing roadblocks.

Tools and Equipment Used

- Personal computer, computer scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), radio system, mobile data system, department owned vehicles, firearms, less lethal equipment, traffic enforcement equipment, emergency responder equipment, and all other equipment as required to perform the duties and responsibilities of this position.

Physical Demands

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 200 lbs, run short distances, climb stairs, operate a squad car in an emergency operation mode, discharge both their service weapon and shoulder weapon efficiently, and physically perform arrest and DAAT procedures on a combative subject.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies from quiet to extremely loud depending on the situation that the employee is confronted with.



Qualifications/Required Knowledge, Skills, and Abilities

- Must live within a 30 minute response time from the reservation.
- High school diploma or general education degree (GED) required; minimum 60 college semester hours in criminal justice or related field preferred.
- Must be at least 21 years of age.
- Successful completion of police officer certification exam in state of practice.
- Successful completion of police officer training academy in state of practice.
- Current CPR certification.
- Valid driver's license in state of practice.
- Ability to pass a criminal background check and drug test.
- Ability to pass a physical agility test
- Working knowledge of local, state, and federal laws.
- Working knowledge of basic law enforcement terminology, concepts, procedures, and techniques.
- Excellent judgment and physical stamina.
- Ability to remain calm and make quick decisions in high-pressure situations.

Benefits and How to Apply:

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- **To apply: Visit <https://iowatribeofkanssandnebraska.com> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to rpankau@iowas.org . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.**