



Job Position: Detective/ Investigator	Status: Full-Time
Division: Police Department	Salary: Depending on Experience
Posting Date: April 5, 2022	Closing Date: April 20, 2022

Job Description

Summary:

The Tunica Biloxi Tribe Police Detective will protect and serve the citizens of the reservation, visitors, employees and the guests of the Tribe's business entities. The Detective will enforce all Federal, Tribal, and State laws by investigating any and all criminal cases.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Investigate crimes on the reservation and or the Tribe's business entities by processing crime scenes and conducting interviews.
- Responsible for retrieving and processing evidence relating to criminal cases
- Interview suspects and witness and interrogate suspects in criminal cases.
- Develop a case file and make the determination if enough evidence exists for criminal prosecution.
- Prepare search and arrest warrants, apprehension and arrest of suspects and serving warrants.
- Prepare case reports for court sessions, assist with trial preparation and testify on behalf of the Tribe in court cases.
- Provide direction to police officers assisting him/her during an investigation.
- Monitor and offer advice to the patrol officers that are working on misdemeanor cases.
- Assist local agencies to combat crime by aiding in investigations.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Identify and examine evidence, paying strict attention to details
- Must be able analyze complex problems and identify solutions to objectively reach logical conclusions based on the evidence
- Exhibit excellent oral and writing skills to file clear reports and properly document investigations.
- Proven knowledge of current laws and regulations; federal, tribal, state, and local laws



Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- High School Diploma or GED; a Bachelor's degree in criminal justice or a related field is preferred.
- Minimum of five years with the Tunica-Biloxi Tribal Police

Certificates and Licenses:

- Louisiana Peace Officer Standards and Training Council (POST certification)
- Louisiana POST requirements for firearm certification.
- Criminal Investigation Training certification
- Criminal Jurisdiction certification (Indian Country)
- Must possess a valid State Driver's license
- Candidates must successfully pass a criminal background check.

Supervisory Responsibilities:

This job has supervisory responsibilities.

Physical Demands:

The physical demands described here are representative 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.

This position requires walking, standing, bending, and sitting for long periods of time. The employee must be able to lift up to 25 pounds unassisted. Candidates must have good eye and hand coordination.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.



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PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.

Proof of tribal citizenship is required to be deemed preference eligible.

Disclaimer:

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at-will” employment relationship.

Selection Process:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.



SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

P.O. Box 1589

Marksville, La. 71351

HR@tunica.org

