

**TUNICA-BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** April 19, 2024  
**FROM:** Human Resources Department  
**RE:** Tribal Police Officer

The Human Resources Department is currently taking applications for a full-time Tribal Police Officer. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at [www.tunicabiloxi.org](http://www.tunicabiloxi.org) and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, April 26, 2024 at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_ :\_\_\_\_\_.m.

**Date and hour removed:** \_\_\_\_\_ :\_\_\_\_\_.m.

Attachment: job ad



## JOB DESCRIPTION

<b>Job Title:</b> Tribal Police Officer	<b>Department:</b> Law Enforcement
<b>Reports to:</b> Lieutenant	<b>Employment Status:</b> Full Time
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b>
<b>Supervisory Status:</b> Non-supervisory	<b>Revision Date:</b>

### Summary:

The Police Officer is responsible for maintaining law and order on the Tunica Biloxi Tribe reservation and within the business entities by ensuring the safety of the tribal community and upholding federal and tribal laws while protecting the Tunica Biloxi Tribal sovereignty.

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

- Protect and serve the citizens of the reservation, employees and guests of the Tunica Biloxi Tribe business entities by patrolling designated areas to ensure order.
- Prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing physical security checks of the Tribe's residences, and business.
- Respond to calls for protection of life and property, complaints including automobile accidents, traffic hazards, misdemeanor and felony incidents and related incidents
- Conduct investigation of complaints and take appropriate action using sound judgement under adverse conditions.
- Serve search, arrest warrants and subpoenas; apprehend and arrest offenders of crimes, transport subjects to the local law enforcement agency for booking and mitigate potentially hostile situations.
- Responsible for completing investigations, preparing reports, and forwarding reports to Federal, Tribal, or State prosecutors.
- Officers testify in tribal, federal, and state courts, if subpoenaed.

- Assist with traffic detail for local and Tribe events to minimize the risk of traffic congestion and vehicle accidents
- Provide security detail for armored car transports for the Tribe's business entities.
- Coordinate with local law enforcement agencies relating to the apprehension of offenders and the investigation of offences.
- Initiate and complete investigative reports and case information, including reports on activities, arrests and incidents
- Testify in courts and at hearings; prepare and present case evidence and respond to mandatory court calls during irregular hours.
- Enforcing the Tunica-Biloxi Criminal Code Laws on all Native American reservation property
- Enforcing the Federal and State Criminal Code on all Non-native Americans on reservation Property

**Competency:**

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

- Must possess knowledge of methods and procedures of law enforcement
- Understand, interpret, apply, enforce and make decisions in accordance with applicable federal, state, and local policies, laws and regulations
- Effectively use and qualify with law enforcement tools and weapons including firearms, defensive tactics and other safety equipment.
- Gather, analyze, evaluate and use facts and evidence

**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:**

Must possess a high school diploma or GED; Two years' experience and training in law enforcement.

**Certificates and Licenses:**

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

**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.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); outdoor weather conditions. The noise level in the work environment is usually moderate.

**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 30 pounds unassisted. Candidates must have a 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.

***PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.***

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