

Iowa Tribe of Oklahoma  
**Vacancy Announcement**



**Position: Police Officer**  
**Status: Regular, Full-Time**  
**Position Numbers: 5607**  
**Location: Perkins, Oklahoma**  
**Issuing Date: February 8, 2012**  
**Closing Date: March 30, 2012**

**Mailing Address:**  
**RR 1 Box 721**  
**Perkins, OK 74059**

**Fax: (405)547-1092**  
**jobs@iowanation.org**

**Phone(405)547-2402**  
**http://www.iowanation.org**

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment. Preference will be given to a qualified Iowa Tribe of Oklahoma member, then a qualified Native American and then other qualified candidate.

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**Iowa Tribe of Oklahoma Police Department**

The incumbent of this position will patrol the Iowa Tribe of Oklahoma Jurisdictional Area and communities for the prevention/intervention of criminal activities. Will arrest violators of the Iowa Tribe of Oklahoma Law and Order Code, Federal and State and Municipal statutes and ordinances, for willful violations of the criminal codes and crimes against persons and property; will issue citations for the traffic violations, and educate violators when it appears reasonable; will be delegated a great deal of discretionary authority on when to arrest or warn individuals for various law violations; will communicate with the public using the highest level of respect, professionalism, and integrity to ensure the general public maintains a supportive opinion and view of the Iowa Tribe of Oklahoma Police Department. This job description is not an all-inclusive list of the duties and responsibilities of this position.

**DUTIES AND RESPONSIBILITIES:**

- Familiarize themselves with the assigned areas and be aware of individuals that may be living in those areas.
- Patrol assigned area to control traffic, provide crime prevention, investigate incidents of criminal violations and hunting and fishing violations.
- Respond to calls for service.
- Effect arrests, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- Operate a law enforcement vehicle during daytime or nighttime, in emergency situations involving speeds in excess of posted limits, in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice, snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicle; lifting, caring, and dragging heavy objects; jumping down

from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces; and using body force to gain entrance through barriers.

- Load, unload, aim, and fire handguns, shotguns, and other agency firearms from a variety of body positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Conduct searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrating communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions which indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people from particular areas.
- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- Maintain and use efficiently all department issued equipment (i.e. weapon, vehicle, and uniform) in a clean and functional fashion.
- This job description does not list all of the duties of this position. You may be instructed to perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS (Education and Training):**

- Must possess a High School Diploma or GED.
- Must be at least 21 years of age.
- Applicants must be of high moral character, and possess the personal integrity to handle the stress of the position.
- Experience reflecting knowledge of microcomputers and associated software.
- Must be able to write clear and concise investigative reports.
- Must be able to effectively communicate in person, on the telephone, and in written format.
- Must be physically capable of performing the position functions; with the ability to work/drive in adverse weather conditions.
- Must possess a valid Driver's License, and be tribally insurable. A driver's abstract from State of Oklahoma Department of Public Safety will also be a requirement.

## **SPECIAL REQUIREMENTS:**

- Applicants must successfully pass a drug screening, medical physical, written examination, Physical Evaluation Battery, and a Psychological Examination.
- Will be required to complete an oral interview.
- Must successfully clear an extensive Criminal Background Inquiry; results must not reflect any felony convictions, domestic abuse convictions, nor misdemeanor convictions within one-year prior from the closing date of this position.
- Must complete the Indian Police Academy Basic Law Enforcement Academy and the Oklahoma Council on Law Enforcement, Education and Training Reciprocity Course.
- Good knowledge of the principles and practices of police work; good knowledge of laws and ordinances governing local law enforcement; good knowledge of first aid; ability to establish and maintain effective working relationships with other department personnel and the general public; ability to think clearly in high stress and emergency situations; good professional judgment; integrity; tact.
- Required to reside within jurisdictional service area
- Available to work any shift; any day, nights and weekends.

## **BENEFITS**

Employee coverage is paid at 100% for medical, vision, dental and group life insurance and is offered the first of the month after 90 days. Dependent coverage is available. Additional benefits include 401K with match, vacation, sick, FSA, and wellness center privileges. Voluntary plans include STD, LTD, voluntary life, and specialty plans. Uniforms and equipment provided. Take home vehicle program.

**STARTING SALARY:** \$29,120; paid bi-weekly

**TO APPLY:** Download the [Police Officer Application](#) on the website or ask HR for a copy. Applicants must submit a properly completed, current Iowa Tribe of Oklahoma application and the [Police Officer Application](#) by 5pm on the closing date. Applications which are not in the Human Resources Office by the deadline, or which are incomplete or are resumes only, will not be considered. Selected candidates will be contacted with date and time for the written and physical exam.

### **SUBMIT APPLICATION TO:**

Iowa Tribe of Oklahoma  
Human Resources  
RR 1 Box 721  
Perkins, Oklahoma 74059

Iowa Tribe of Oklahoma is an EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

We Value Diversity