

JOB TITLE: POLICE OFFICER

ORGANIZATIONAL RELATIONSHIP:

Reports to: Police Sergeant

Directs: Does not supervise any employees

Other: Works with all departments and tribal members

GENERAL STATEMENT OF DUTIES:

The Police Officer is responsible for the enforcement of Federal, State, and Tribal statutes within the Alabama-Coushatta Tribe of Texas boundaries.

JOB RESPONSIBILITIES AND SPECIFIC DUTIES:

- Responds promptly and safely to calls for service from the Communications Section, either as primary or secondary unit.
- Protects citizens, employees, property, and visitors from criminal offenses.
- Patrols community corridor, including bordering areas as assigned.
- Patrols all Alabama-Coushatta Tribe of Texas owned facilities and other properties as assigned.
- Initiates actions to safely facilitate traffic mobility, such as directing traffic or removing road hazards.
- Apprehends persons committing offenses associated with calls for service or investigations conducted.
- Conducts preliminary investigations of offenses committed within the Alabama-Coushatta Tribe of Texas boundaries.
- Maintains evidence chain of custody pursuant to the arrest and processing of offenders.
- Ensures that all documentation is completed for the arrest and processing of offenders.
- Develops good working relationships with county, municipal, state and federal law enforcement agencies.
- Patrols as assigned and renders assistance to motorists with minor accidents by moving vehicles that can be driven.
- Requests services of wreckers as required and/or moves vehicles off roadway.
- Renders aid and remains on scene at accidents to maintain safety of motorists and others until appropriate response units arrive.
- Uses computers and appropriate software to enter daily activity data and prepare reports.
- May be required to work split shifts.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess and maintain physical strength, agility, and stamina to perform essential job functions
- Must be able, but not limited to, lifting, dragging, and carrying persons or objects up to 50 lbs. with occasional lifting of 110–150 lbs.

MINIMUM QUALIFICATIONS:

- Applicant must be 21 years of age or older;
- Applicant must have a high school diploma or GED;
- Applicant must be a United States citizen;
- Applicant must have a current Texas Commission on Law Enforcement (TCOLE) certification as a Texas Peace Officer;
- Applicant must pass a detailed background check with a favorable adjudication;
- Applicant must be able to maintain and/or obtain additional certifications or licenses as required by position.
- Applicant must have a valid Texas Driver's License.

SCOPE AND ACCOUNTABILITY:

First line supervision has the greatest impact on the day-to-day attitude and moral of line personnel. Good communication and interpersonal skills assures that line personnel not only adequately perform but also display a demeanor that reflects well on the Tribe.