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| Position: | Police Officer |
| Department: | Department of Public Safety |
| Supervisor: | Department of Public Safety Director |
| Supervises: | No-One |
| FLSA Status: | Non-Exempt |

**Position Summary:**

Provides law enforcement services to the Sac and Fox Nation within the mission, goals, and objectives of the Sac and Fox Nation Police Department, and in compliance with governing laws. Under general supervision, performs law enforcement work including security, traffic enforcement, booking and other related duties as required.

**Duties and Responsibilities:**

1. Enforces Sac and Fox Nation laws and regulations.
2. Preserves law and order; and serves as a deterrent to crime and other violations of laws, rules, and regulations.
3. Takes charge of accidents and crime scenes, restricting access to crime scenes.
4. Prepares reports pertaining to duties.
5. Investigates reported criminal activity.
6. Patrols Sac and Fox Nation jurisdiction.
7. Responds to calls for service and emergency assistance in the Sac and Fox Nation jurisdiction.
8. Issues citations for traffic and criminal violations.
9. Serves warrants and subpoenas.
10. Performs protective services, safeguards Sac and Fox Nation-owned buildings and property, and protects government equipment and property.
11. Investigates crime scenes and formulates a plan of action for processing, identifying, collecting, and documenting crime scene trace evidence.
12. Makes criminal and traffic related arrests.
13. Completes other duties as assigned as it relates to the scope of duties for this position.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Knowledge, Skills, and Abilities:**

1. Knowledge of safe vehicle operations.
2. Ability to establish and maintain effective working relations with others.
3. Ability to participate in job-related training courses to maintain skills, knowledge and abilities.
4. Ability to learn law enforcement principles.
5. Ability to obtain all necessary certifications.
6. Ability to prepare reports and testify in court.
7. Ability to deal with citizens in difficult situations.
8. Ability to perform strenuous physical tasks.

**Education and Experience:**

1. Graduate high school or GED and one year’s experience working with the public.
2. Thirty semester hours (1.5 years) of college preferred in criminal justice or related field and/or 2 years equivalent experience.
3. Must be CLEET certified or able to obtain CLEET certification within one year through a Basic Police Academy, whether the Indian Police Academy (BIA) or State.
4. Must be at least 21 years of age.
5. Must reside in or near the jurisdictional area.
6. Must be in good to excellent general health; free from any mental or physical problems.
7. Eyesight must be 20/20 or corrected to 20/20 with contact lenses and/or glasses.
8. Hearing must be normal in both ears without the use of hearing aid devices.

**Requirements:**

1. Must have a valid Oklahoma Driver’s License.
2. Must be insurable.
3. Must be able to pass a pre-employment drug screen/physical, OSBI/National background check.
4. Must be able to lift up to 50 pounds, and drag weight up to 95 pounds.
5. Must be able to sit and/or stand for long periods of time.
6. Must meet all qualifications of Title 25.

Employee’s Signature Date

Supervisor’s Signature Date