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| NAME OF EMPLOYER: Alabama-Coushatta Tribe of Texas | | COUNTY: Polk | |
| ADDRESS: 571 State Park Road 56 | CITY: Livingston | State: Texas | ZIP CODE: 77351 |
| PERSON TO CONTACT: Karen Williams | TITLE: Human Resource Director | TELEPHONE: (936) 563-1100 | |
| JOB TITLE: PATROL OFFICER – TRIBAL POLICE DEPARTMENT | | | |
| ORDER TIME: MARCH 11, 2024 – APRIL 09, 2024 | | | |
| ESTIMATED DURATION OF JOB: <input type="checkbox"/> Short term (1-3 days) <input type="checkbox"/> Mid term (4-150 days) <input checked="" type="checkbox"/> Long term (150 + days) | | BRIEF JOB DESCRIPTION (Special features, etc.) See attached job description *This is a full-time position* | |
| PAY UNIT: <input checked="" type="checkbox"/> HOUR <input type="checkbox"/> DAY <input type="checkbox"/> WEEK <input type="checkbox"/> BI-WEEK <input type="checkbox"/> HALF-MONTH <input type="checkbox"/> YEAR | | | |
| MINIMUM PAY: \$54,641/Annum | | MAXIMUM PAY: \$60,008/Annum | |
| PAY PERIOD: <input type="checkbox"/> OTHER <input type="checkbox"/> DAY <input type="checkbox"/> WEEK <input checked="" type="checkbox"/> BI-WEEK <input type="checkbox"/> HALF-MONTH <input type="checkbox"/> YEAR | | | |
| WORK PERIOD: <input type="checkbox"/> 8:00 to 5:00 <input checked="" type="checkbox"/> SHIFT <input type="checkbox"/> NUMBER DAYS <input type="checkbox"/> OTHER | | | |
| REQUIREMENTS: Criminal Background check Must be able to pass drug test Must have a valid Texas Driver's License | | COMMENTS: <i>Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Alabama-Coushatta Tribe is an Equal Opportunity Employer.</i> | |
| BENEFITS: Health Insurance: <input checked="" type="checkbox"/> YES Dental/Vision Insurance: <input checked="" type="checkbox"/> YES Life Insurance: <input checked="" type="checkbox"/> YES 401(K) with Employer Matching: <input checked="" type="checkbox"/> YES Paid Time Off: <u>Annual, Sick, Personal Days</u> Other: <u>FICA, Workers Comp</u> | | | |
| ADDITIONAL COMMENTS: This position is Open to the General Public. Please request application by email at Amber.Thompson@actribe.org or by calling 936-563-1118 or pick up at the Front Desk of the Cultural Center. | | | |



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|---------------------|-----------------|--------------------|----------------------------|
| Job Title: | Patrol Officer | Department: | Tribal Police Department |
| Reports To: | Patrol Sergeant | Employment Status: | Full-Time |
| Classification: | Non-Exempt | Salary Range: | \$54,641 - \$60,008/Annual |
| Supervisory Status: | None | Revision Date: | 03/07/2024 |

Summary:

The Patrol Officer is responsible for enforcing Federal, state, and Tribal statutes within the boundaries of Alabama-Coushatta Tribe of Texas. Patrol Officers respond promptly to calls, patrolling designated areas, and foster strong relationships with the community and external agencies. The Patrol Officer practices effective communication and is committed to community-oriented policing.

Duties and Responsibilities:

- Responds promptly and safely to calls for service.
- Protects citizens, employees, property, and visitors from criminal offenses.
- Patrols community corridor, including boarding 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.
- 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.
- Renders assistance to motorists.
- 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.
- Ensures protection and safety of community during community events.
- Other duties and assignments as assigned by the Chief of Police or designee.

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Qualifications:

- Applicant must be 21 years of age or older.
- Applicant must have a high school diploma or GED.
- Must possess excellent problem solving skills and decision making skills.
- Must possess the ability to handle stressful situations while ensuring courteous and professional communication.
- Must have strong written and verbal communication skills.
- Must be familiar with law enforcement terminology, computer technology, and proper handling of confidential information.
- Must have a valid Texas Driver License with a good driving record.
- Must have flexible work availability, including the ability to work nights, weekends, holidays, and overtime.
- Must be capable of lifting, dragging, and carrying persons or objects up to 50 lbs, and occasionally up to 150lbs.
- Must be able to pass a drug test.
- Must be able to pass a federal background check and all additional pre-service tests.

Education and Experience:

- High School Diploma or equivalent.
- Current Texas Commission on Law Enforcement (TCOLE) Peace Officer License.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.

*John 3/12/24
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