



Job Position: Sergeant	Status: Full-Time/Exempt
Division: Police Department	Salary: Based on Experience
Posting Date: August 11, 2019	Closing Date: September 14, 2019

Job Description

Summary

The uniformed Administrative Sergeant position is a senior position requiring extensive experience in law enforcement. The Sergeant reports directly to the Lieutenant and is responsible for administrative duties within the department. The Sergeant frequently meets with the Lieutenant and Detective and keeps the Police Chief informed of matters pertaining to the administration of the department.

The duties also include insuring adherence to contacts made with the Federal, State, and local governments. Work is performed in accordance with Federal, State laws and Tribal rules, regulations and policies. The Sergeant is responsible for the complete, accurate and timely submission of all administrative reports.

To preserve public peace, protect life and property, prevent crime, arrest violators of the law, and enforcement all laws and ordinances of the Federal, State, and Tribal Criminal Code. Some of their duties are but not limited to provide leadership and supervise patrol officers/dispatchers, communicate the police and procedures to the patrol officers/dispatchers, inform superiors of all matters relating to the performance of the shift, answering all calls in a timely manner, investigate and report on all criminal activity, work traffic accidents, assist the public and other law enforcement agencies, armored car details, serve civil and criminal subpoenas, serve warrants, issue traffic citations, etc.

Essential Duties and Responsibilities:

- Provide direct supervision to all patrol officers in their duties.
- Conduct in-service training
- Distribute all new and updated policy and procedures to patrol officers and dispatchers
- Assist in the development of proper training of instructional procedures
- Assist patrol officers on calls.
- Review Officer reports relating to police activities.
- Be on call 24 hours a day in the event an officer needs assistance or directives.
- Prepare the monthly work schedules for the patrolmen and dispatchers.
- Perform administrative duties, as necessary
- Rotate work schedule with Officers to ensure staffing needs are met.
- Secure and record all evidence (in new fireproof safe) that is collected by the officers.
- Deliver evidence to the Crime Lab for testing when needed.
- Evaluate the job performance of the patrolmen and dispatchers.
- Prepare all necessary work for the federal and local law enforcement agencies.
- Issue supplies and equipment to the patrolmen and dispatchers as needed.
- Prepare monthly drug report for Bureau of Indian Affairs.
- Protect and serve the residents of the reservation and t guests of business entities
- Patrol designated areas
- Enforce the Tunica Biloxi Federal and Criminal Code laws on all Native Americans on reservation property

- Enforce the federal and state criminal code laws on all non-Native Americans on reservation property
- Conduct physical security checks of all buildings on the reservation
- Investigate all traffic accidents, complaints, and criminal activity on the reservation, at the casino and RV park
- Transport to the Avoyelles Parish Sheriff's Department for booking and arrest
- Serve warrants, subpoenas and civil papers
- Assist other municipalities when needed
- Other duties as assigned

Competency:

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

- Synthesizes complex or diverse information;
- Design work flows and procedures;
- Gathers and analyzes information skillfully;
- Works well in group problem solving situations;
- Shares expertise with others;
- Develops workable implementation plans;
- Identifies external threats and opportunities.
- Ability to take control of situation and delegate authority;
- Ability to use good judgment and to problem solve
- Capacity for empathy and compassion
- Capacity for multi-tasking
- Capacity for engaging in teamwork and ability to collaborate

Qualifications:

To perform the job successfully, the candidate must meet the following qualifications:

Education and Experience:

- High School diploma or GED
- Louisiana P.O.S.T. Certified in good standing required
- Possess a valid Louisiana driver's license required
- The ability to pass an extensive background investigation by the Bureau of Indian Affairs (BIA) is required
- Required to pass psychological testing
- Must be at least 25 years of age required
- Law Enforcement Supervisory experience required
- 15 years of law enforcement experience required

Language Ability:

Must have ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability:

Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software.

- Required to learn the Record's Management utilized by Tribal Police
- Required to utilize several online training sites through the internet

Supervisory Responsibilities:

This job has supervisory responsibilities over the patrol officers/dispatchers of the Tunica-Biloxi Police Department.

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); work near moving mechanical parts and outdoor weather conditions.

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.

Frequent keyboarding required, using hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus. May spend up to 12 hours per day sitting and may have occasional movement throughout the facility. There will occasional use of the telephone and/or police radio. The noise level in the work environment is usually moderate. You may be required to lift over twenty-five pounds on occasion.

Disclaimer:

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

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.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the preceding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
or
HR@tunica.org