



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Police Officer	Department: Law Enforcement Services
Opening date: 11/08/24	Closing date: 12/9/24
# of vacancies: 1 Full-time	Location: Kiowa Tribal Complex, Carnegie

POSITION DETAILS:

Status: Full-time	Reports to: Chief of Police
Classification: Non-Exempt	Salary Range: \$20.00 per hour - \$23.00 per hour
Division: Law Enforcement Services	

JOB SUMMARY: The Patrolman is responsible for assisting the Chief of Police in the administration, direction, and coordination of all department activities and operations and fulfills the first line supervisory level duties. Work is performed in the structured patrol, investigation, and dispatch elements to provide operational decisions for Law Enforcement Services in "Indian Country" as outline in Title 25 Code of Federal Regulations, Tribal Statutes, Title 18 USC, and Oklahoma Statues.

RESPONSIBILITIES:

- Executes general and special assignments in the department operations and activities.
- Maintains a continuing knowledge of the department policies and procedures and assists in the identification of specific development procedures, rules and regulations requiring revision or clarifications.
- Maintains the activity reports of all Law Enforcement services and initiates incident reports as required.
- Knowledge of how complaints from the public concerning policing activities are received.
- Cooperates with other agencies in the promoting of timely and effective Law Enforcement Service support in day-to-day operations, emergency operations and in natural disasters.
- Other duties as assigned.

QUALIFICATIONS: Must possess a High School diploma or GED equivalent. Graduate from the Indian Police Academy or State Basic Police Academy. Degree in Criminal Justice or related career field desired, but not mandatory.

REQUIREMENTS: Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.

Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing.

Knowledge in the principles, methods, and procedures of Law Enforcement activities.

Knowledge in tribal agency rule and regulations.

Capable of receiving and maintain professional working relationships with peers, subordinates, supporting agencies, and tribal community.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.