

Penobscot Nation Community Flyer



August 2018



**Mark Your
Calendar**



**2018 PENOBSCOT
COMMUNITY DAYS
AUGUST 3, 4, AND 5**

**Penobscot Nation Election 2018
Candidates' Forum
Saturday August 11, 2018
Noon-2pm Sockalexis Arena**

**August 14, 2018: Primary Election
Nicholas Sapiel Building
9:00 a.m.-8:00 p.m.**

**September 08, 2018: General Election
Nicholas Sapiel Building**



***Dental Dept.
will be closed:
August 13 - Au-
gust 24***

***Health Dept.
will be closed:
Wednesday,
October 3***

NOTICE TO ALL HOUSING TENANTS

After business hours and on weekends any tenant who has an EMERGENCY (for example, the furnace has quit), please call the dispatcher at Public Safety at 827-6336. If this procedure is not followed, the tenant will be responsible for any charges for the service(s) performed.

-Penobscot Nation Housing

To: Eligible Voting Tribal Members of the Penobscot Nation
FR: Linda Socoby, Tribal Clerk
RE: Caucus Minutes – Up-Coming Primary/General Election
Date: June 28, 2018

On June 26, 2018 a Caucus Meeting was held to nominate candidates for (1) Tribal Chief Seat, (1) Vice-Chief Seat, (6) Tribal Council Seats, (3) Census Committee Seats and (3) Land Committee Seats. Attached are the minutes of that meeting and the Caucus Rules that were approved.

A Primary Election will be held for Tribal Chief and Tribal Council on **Tuesday, August 14, 2018** and will be held at the Nicholas H. Sapiel Building, Indian Island, Maine, polls will open at 9:00 AM and close at 8:00 PM. The General Election will be on **Saturday, September 08, 2018**. Below please find a request form if you wish to use it to request an absentee ballot, only one request per form is accepted. **Please note e-mail and phone call requests are not allowed. Requests can only be made by fax (207-827-1136) or regular mail.**

-
- ☐ Please send me an absentee ballot for the upcoming 08/14/18 Primary Election only.
- ☐ Please check here if you would like absentee ballots sent for BOTH the 8/14/18 Primary Election and the 09/08/18 General Election.

(Please print)

Name: _____

Address: _____



2018 PENOBSCOT COMMUNITY DAYS

AUGUST 3, 4, AND 5

FRIDAY AUGUST 3RD, 2018

5:23 A.M.	SUNRISE CEREMONY	(BALL FIELD)
10 A.M.	TRIATHLON	(BOAT LANDING)
1-3 P.M.	BASKET MAKING	(SOCKALEXIS ARENA)
1-3 P.M.	CHILDREN'S CULTURAL ACTIVITIES	(SOCKALEXIS ARENA)
3 P.M.	HEALTH AND SAFETY WALK AND COOKOUT	(SOCKALEXIS ARENA)
6 P.M.	HAND DRUM/DRUM PICK-UP	(BALL FIELD)
7-10 P.M.	STREET DANCE – LOBSTER RAFFLE	(BOAT LANDING)

SATURDAY AUGUST 4TH, 2018

5:24 A.M.	SUNRISE CEREMONY	(BALL FIELD)
7-9 A.M.	SENIOR MEAL BREAKFAST	(SENIOR MEAL SITE)
8 A.M.	YVONNE FRANCIS-FERLAND CRIBBAGE TOURNAMENT (FEE)	(SENIOR MEAL SITE)
9 A.M.	COLOR RUN- DRUG AWARENESS	(BOAT LANDING)
10- 12 P.M.	HEALTH FAIR SPONSORED BY INDIAN HEALTH SERVICES	(BALL FIELD)
11- 1 P.M.	SENIOR BBQ	(BALL FIELD)
10-1 P.M.	AIR BOAT RIDES	(BOAT LANDING)
12- 2 P.M.	PONY RIDES	(INDIAN ISLAND SCHOOL)
1- 3 P.M.	KID ACTIVITIES (INFANT – 5 YEARS, 6- TEEN)	(BALL FIELD/SCHOOL)
1- 3 P.M.	BIKE RODEO	(SOCKALEXIS ARENA)
1- 3 P.M.	FLINTKNAPPING DEMONSTRATION	(BALL FIELD/SCHOOL)
3 P.M.	SENIOR RAFFLE CALL OUT	(BALL FIELD)
3- 5 P.M.	LACROSSE	(BALL FIELD)
4:30 P.M.	COMMUNITY MEAL	(SOCKALEXIS ARENA)
7-11 P.M.	CONCERT WITH ERIC GREEN	(BOAT LANDING)
DARK	FIREWORKS	

SUNDAY AUGUST 5TH, 2018

5:26 A.M.	SUNRISE CEREMONY	(BALL FIELD)
9 A.M.	CEREMONIAL LAUNCH OF PENOBSCOT BIRCH BARK CANOE	(BOAT LANDING)
9- 12 P.M.	BIRCH BARK CANOE FLOTILLA AND CANOE RACES	(BOAT LANDING)
12:30- 5 P.M.	GRAND OPENING – WABANAKI SOCIAL GATHERING	(BALL FIELD)

Penobscot Nation Election 2018

Candidates' Forum
Saturday August 11, 2018
Noon-2pm
Sockalexis Arena

Please come join us for the first ever candidates' forum held by the nation. This is a chance to meet the candidates running for office and hear from them about their platform and why they are seeking election/re-election.

You will be able to ask questions of the candidates through the moderator and we ask that we uphold an atmosphere of respect and honor in this important event.

This forum will be moderated by Tribal Ambassador, Maulian Dana and all questions or comments/concerns can be sent to her at maulian.dana@penobscotnation.org or (207)944-9013.



NOTICE OF PUBLIC HEARING

FALL 2018 – SPRING 2019
FISH & GAME SEASONS AND
BAG LIMITS
NICHOLAS H. SAPIEL BUILDING
CONFERENCE ROOM
WEDNESDAY, AUGUST 01, 2018
5:00 P.M.

FISH AND GAME COMMITTEE MEETING

WEDNESDAY, AUGUST 8TH, 2018
5:00 P.M.

NICHOLAS SAPIEL BUILDING
A G E N D A

- 1) REVIEW & APPROVE
05/09/2018 MINUTES
- 2) "OTHER"

EDUCATION COMMITTEE VACANCY

The Education Committee has an open seat. If you are interested in being on this committee, please complete an application. Applications can be picked up in the Chief's office.

Penobscot Nation

Housing Department

HOUSING ASSISTANCE AVAILABLE

The following housing assistance is available. For more information about these programs please contact the Housing Department at (207) 817-7370.

Emergency Rental Assistance:

Emergency Rental Assistance (ERA) is a program offered by the Housing Department. This program is a last resort, which will provide assistance to help low income Penobscot Tribal members in the acquisition and retention of affordable housing. The maximum one-time only amount is \$800.00 which can be utilized for a security deposit or rent. All applicants are required to complete a 'stabilization plan', showing the steps necessary to retain housing.

Emergency Repairs:

If you are experiencing a housing emergency, the Tribal Emergency Rep program is available through the Housing Department. Typically, the program can help with an electrical, plumbing, or heating emergency. To some extent the program can also help fix problems that have turned into emergencies, such as: a leaking roof, a broken window, or the need to address safety issues as a result of domestic violence. This program was designed to help low income home owners with emergencies that are: 1) of recent origin-problems that have developed over time are generally not emergencies, 2) resulting in a condition that threatens health and safety, and 3) situations where the homeowner has no other resources to address the problem. Applicants must be low income to qualify. If you are interested in finding out more information about this program please contact the Housing Department at (207) 817-7370.

Closing Cost:

Up to \$4000 is available to assist tribal member purchase a home. The program requires that the applicant provide evidence from a bank or other lender that they are approved for borrowing. At the time of closing, the program will pay for any closing costs up to \$4000.

wikkehsəwí-kisohs

("month of fallfish and white chubs" (we kkeh swee-gee zues))

Panawahpskewatəwe (Speak Penobscot) Language Classes

Every Tuesday and Thursday | 10am Carol Dana & 11am Gabe Paul

Culture & Historic Preservation Dept., 2 Sarah Springs Lane,
Indian Island, ME

Panawahpskewatəwe Wikəwəwok (Speak Penobscot in the Home)

Every Wednesday evening | 5:00pm-6:00pm | C&HP Dept.

Alintolətine (let's sing)

Tuesday, August 14th & 28th | 12:00pm-1:00pm | Boat Landing Pavilion

Coming together to share songs and help each other learn. Bring a drum or shaker.

Men's Gathering

Tuesday, August 21st | 5:00pm | Boat Landing Facility
"gathering to support each other and the community"

Join us around the fire. Contact: gabe.paul@penobscotnation.org
OR Kyle Lolar 952-1582

Alənapəwəhətine (let's speak native)

Monday, August 27th | 5:00pm – 7:00pm | Indian Island Boat Landing Facility

Please join us for an afternoon of stories, activities, and songs in the Wabanaki dialects. Coffee and light refreshments will be provided. Please come and share your knowledge.

Community Sweatlodge

Thursday, August 30th | 5:00pm | PN Tribal Court yard
Our monthly Sweatlodge through the Healing to Wellness Court.

Katəwəlan! máčəlan. èhkʷəlan! KKi-
inalakit, mina sòkəlan!

(guda w'llun! mA jeh lun. ehqol lun!
Kkee na la get, meena zoo glun!)

It's going to rain! It starts to rain. It
stopped raining! Holy smokes, it's
pouring again!

The Dr. Eunice Nelson-Baumann Home

2 Sarah Spring Drive
Indian Island, ME 04468

Tel: (207) 827-0968

Fax: (207) 827-4016

Employment at Assisted Living Facility

The Dr. Eunice Nelson-Baumann Home is seeking personal care aides to help fill occasional vacancies. Applicants with the CRMA qualification are preferred, but is not a reason for dis-qualification for otherwise qualified candidates. The home offers residents barrier free housing on Indian Island, personalized support services, three daily meals, assistance in taking medications, limited nursing consultation and overnight, 24 hour emergency response, and recreational and social opportunities. For further information or to get an application please contact the Program Manager at 827-0968 or email robyn.sockbeson@penobscotnation.org

Now Offering Pharmacy & Nutrition Home Services

HOME VISIT
Hours of Operation
9:00 a.m.-3:00 p.m.
Monday-Friday
Contact (207)-817-7426

CONDUCTED BY:
Abbey McCarthy
(Diabetes Coordinator)
Ledor Teekate
(Pharmacy student)

AVAILABLE SERVICES

NUTRITIONAL GOALS:

- Assist you in developing affordable, delicious, healthy meal plans within cost.
- Assist you in learning to use your cooking appliances, (ie blender, food processor, grill, oven/stove/cook top).
- Assist you in creating your own healthy, personalized, well stocked food pantry.
- Assisting you with meal planning to improve diabetes, high blood pressure, and cholesterol.
- Providing food challenges to help to like to learn new foods.

PHARMACY GOAL

- Assist with pill box setup and helping you get into a routine with taking your meds.
- Assist you with reducing your pill burden and pill burnout.
- Medication review:
 - Purpose of the medication
 - Special directions
 - Medication storage



St. Ann's/Penobscot Food Pantry

Open *TWICE* a month.
Food is also available on
an *EMERGENCY* basis.

9:00 am-10:am
Seniors Only

10:00 am-12:00 pm
General Public

Tuesday August 7, 2018
August 24, 2018
Tuesday September 4, 2018
September 21, 2018
October 8, 2018
October 26, 2018

You must meet the in-
come guidelines to be
eligible to receive food
and you will need to sign
an eligibility form.

Call 817-3165x7 for
more information.
Please bring your own
bags.

ATTENTION SENIORS!!!

Community Days on August 4, 2018 will be here soon. Please bring your donations to the Senior lunch room where they can be locked in our storage/card room. All items must be brand new. If anyone is able to donate any Native craft items (baskets, jewelry, woodwork, etc.) or knows anyone who would be willing to donate any of their craft work, this would be most appreciated. This is also a good time to re-gift those Christmas or birthday presents that you really didn't want or could not use. There is a donation sign-up list in the card room. Please make sure that you write down your name and donation so credit can be given to the donors.

Thanks for your support.
Senior Club Board



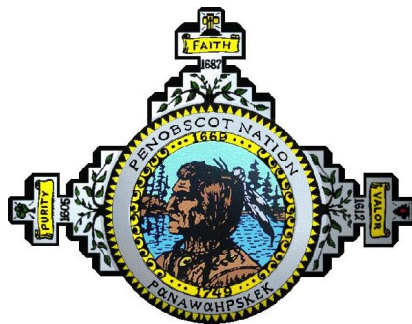
Cabbage Island 2018

Penobscot Senior Club has a trip planned to Cabbage Island Aug 7th. Because of a limited budget and lack of donations, in both time and money, we are going to have to make a change this year. Those Penobscot seniors who are involved with the club will be asked to pay \$20 and those who have not participated in fundraising activities will be expected to pay \$70. This will cover the bus to and from Boothbay, the boat ride to Cabbage Island and the lobster or chicken feast. In order to reserve your seat the money must be paid by July 27. Everyone is invited to join us but preference will be given to participating club members and any Penobscot senior. If interested there is a sign up sheet at the Senior Meal site.



PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT: **OPENING DATE:** July 25, 2018
The Penobscot Nation is seeking
applicants for the following position **CLOSING DATE:** August 15, 2018

COUSELING SERVICE COORDINATOR/CLINICAL SUPERVISOR

JOB STATUS:

Counseling Service Coordinator

/Clinical Supervisor

Career Field: Program Staff Pay

Range: \$29.86-\$40.52 per hr. Term:

Exempt, Full-Time, 40 hours

LOCATION:

Penobscot Nation

Health Department

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES: The Counseling Services Coordinator/Clinical Supervisor is responsible for the management of the counseling services program. This includes maintenance of client records, completion of all necessary reports, program development, supervision of staff, grant and proposal writing, communication with outside agencies, and other functions relevant with service provisions.

QUALIFICATIONS:

- 4 years of clinical experience in the field of substance abuse and family counseling
- 2 years of clinical supervision experience
- Master's Degree in Addiction Studies, Counseling, or Psychology
- Licensed Alcohol and Drug Counselor (LADC)
- Licensed Clinical Professional Counselor (LCPC)
- Certified Clinical Supervisor (CCS)

Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures Manual

HOW TO APPLY:

- Applications available to complete at www.penobscotnation.org/departments/human-resources
Applications are also available at Nicholas Sapiel Junior Building, Indian Island, Maine
- Submit completed applications and resume along with certifications to
Human.Resouces@penobscotnation.org
- Applications submitted after the closing business day will not be accepted

For further information, call 817-7312 or email at

Human.Resources@penobscotnation.org

JOB DESCRIPTION

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Supervises the functioning of the Counseling Services Assessment Team
- Schedules and facilitates weekly counseling service staff meetings
- Provides weekly individual supervision for counseling service staff
- Provides on-going case supervision
- Supervises the development of treatment plans and reviews case records
- Coordinates the assignment of clients and tracks case load for counselors
- Performs crisis intervention counseling as needed
- Completes personnel evaluations and recommendations for personnel actions for Counseling Services staff
- Services as the liaison between this facility and outside service agencies
- Oversees all referrals to outside agencies and utilization review
- Collaborates with billing staff to maximize third-party reimbursements
- Reviews and revises Counseling Services Policies and Procedures Manual
- Identifies and implements process improvements to facilitate patient access to services
- Serves as advocate on a local, state, and regional level for substance abuse, counseling, and prevention services
- Coordinates the development and evaluation of prevention services of children and adolescents
- Coordinates and/or provides for in-service training and professional development activities for staff
- Provides for the maintenance of standards required for State of Maine Substance Abuse, and/or mental health program licensure
- Provides direct counseling to individuals, families, and groups on a limited basis
- Ensures that all client records meet the standards of compliance for licensing
- Participates as member of Managed Care Team
- Develops treatment plans for clients
- Provides referrals to clients as needed consistent with the approved priority system
- Collaborates with other staff on substance abuse and mental health issues regarding community education activities
- Fulfills administrative reporting requirements
- Completes and/or assists in the writing of appropriate grants and contracts
- Assumes responsibility for following confidentiality procedures as outlines in the Privacy Act and HIPAA
- Performs additional related duties as requested
- Responsible for department participation in tribal initiatives such as Juvenile Advisory Group Team, Drug Court Team, and the Child Protective Team

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be physically able to perform the essential duties and responsibilities of the position in an office environment with reasonable accommodation when necessary.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request

Approved by Personnel Committee: December 4, 2017

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312
FAX (207) 817-7463

JOB ANNOUNCEMENT

The Penobscot Nation is seeking
Application for the following position:

**On-call Maintenance Worker
4 Positions**

Open: July 25, 2018

Closed: August 8, 2018

JOB STATUS:

On-call Maintenance Worker

Pay Range: \$10.00 per hour

Classification: On-call/Fill-in

Department: Maintenance

LOCATION:

Penobscot Nation

12 Wabanaki Way

Indian Island, ME 04468

QUALIFICATIONS REQUIRED: At least one (1) year previous experience in building maintenance. A High School Diploma or GED and an insurable State of Maine driver's license. Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures

NOTE ABOUT ON-CALL/FILL-INS: These positions are utilized on an as-needed basis only, per the Personnel Policies and Procedures. On-call/fill-in workers do not maintain regular, continuous or guaranteed work. All on-call/fill-in workers will only maintain availability for work at a maximum of 6 months, or 1000 hours, whichever is first.

Per policies and procedures candidates must successfully go through a pre-employment drug screen and background check before beginning work for the Penobscot Nation.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Please see attached page

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office At the Community Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org/departments/human-resources
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org or submit physical copies to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 0446
- For further information, call 817-7343 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Responsibility: To maintain the physical appearance and condition of the Community Building, Human Services, D.E.D., Real Estate buildings at the highest level of cleanliness, sanitation and order.

1. Cleaning of the interior of the buildings (walls, floors, windows, rugs, public facilities and furniture).
2. Maintain equipment for building care.
3. To make the necessary arrangements for exterior care, (mowing, garbage collection, snow removal and general keeping of the grounds).
4. Inventory and control equipment and supplies for building maintenance.
5. Monitor major heating and other resource systems, (lights, water, etc.)
6. To do minor maintenance of facilities, (carpentry, electrical, plumbing)
7. Be able to work after hours/weekends.
8. Operate all forms of equipment needed for building maintenance, (table saw, drills, jig saws).
9. To be able to lift 50 lbs. Or more.
10. To promote safety and improve housekeeping methods.
11. To be able to train another employee.
12. Perform various maintenance tasks, (paint, sand, lock repair ...) and custodial duties with moderate supervision, using practical and technical knowledge of mechanical system.
13. Other duties as assigned by Operations Foreman or Maintenance Director.

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312
FAX: (207) 817-7463

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: July 25, 2018

CLOSING DATE: August 15, 2018

POLICE OFFICER I

JOB STATUS:

POLICE OFFICER

Career Field: Police/Dispatch

Pay Range: \$15.98-\$19.06*

Term: Permanent

Classification: Regular, Full-Time

*** additional 16% will be added to base pay in lieu of overtime, shift differential,
week-ends and holidays worked upon Graduation of MCJA)**

LOCATION:

Penobscot Nation

Public Safety

25 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7312 to request applications be sent to you. Application package includes: Tribal Application for employment, Public Safety Application for employment, and SF86.

- Submit completed application package along with certifications to:

Attn: Penobscot Nation Human Resources

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

POSITION DESCRIPTION

Position Title: Police Officer I

Department: Public Safety

Reports To: Police Sergeant

Category: Full-time

ROP: \$15.67-\$18.69 per hour (additional 16% will be added to base pay in lieu of overtime, shift differential, week-ends and holidays worked upon Graduation of MCJA)

JOB SUMMARY:

The Police Officer plays a primary role in the prevention of crime, and the protection of lives and property in the Penobscot Nation through performing a variety of police functions such as enforcing traffic laws, as well as promptly responding to distress calls via the dispatch office. Daily duties involve supporting the efficient operation of the Police department through following assigned activities, outlined departmental procedures, and implementing applicable departmental work priorities and goals. The Police Officer ensures that order is maintained, through the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals issued by the Department, taking appropriate action for the prevention of crime.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Understands and adhered to the Standard Operation Procedures (SOP) of the Department including but not limited to the following:

- Proceed to post or assignment as directed by superior officer.
- Monitors and inspects post or sector for conditions requiring police attention.
- Reports immediately to the supervisor any unusual crime, occurrence or condition.
- Reports conditions not requiring immediate attention to the Communications Center
- Establishes and maintains ongoing familiarity with the day to day routine of people residing, doing business or frequenting post or sector.
- Maintains awareness of the development of conditions tending to cause crime, takes preventative actions to correct such conditions and informs superior(s) as soon as situation permits.
- Keep dispatch operations informed of police services rendered.
- Reports any mutual aid requests from law enforcement agency to the supervisor
- Submits police officer's activity report to the supervisor as directed.

- Submit all police reports for services rendered for assigned shift before leaving shift; enter all data into computer system before leaving shift.
- Adheres to internal directive regarding the processing of all legal paperwork.
- Cooperates with Tribal Departments and agencies to accomplish mission of Department.
- Projects professional appearance in dress and demeanor while on duty.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the SOP's and Personnel Policies and Procedures.
- Performs other related tasks as requested.

KNOWLEDGE/SKILLS/EXPERIENE REQUIREMENTS:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

CLASSIFICATION: Police/Dispatchers Career Field

Approved by Personnel Committee: December 4, 2017

Approved by Tribal Council: December 11, 2017

Law Enforcement Pre-Service Training Program

In 1989, the 114th Maine Legislature passed laws mandating the Board of Trustees of the Maine Criminal Justice Academy to establish standards for pre-service training. The purpose of this mandate was to ensure that no person could “serve as a law enforcement officer with the power to make arrests or the authority to carry a firearm until certified as satisfying pre-service training requirements.” This resulted in the first Law Enforcement Officer Pre-Service Training Program.

In 2009 the Board of Trustees of the Maine Criminal Justice Academy proposed changes to the current Law Enforcement Pre-Service Training Program. Updates to the existing program were implemented, and the format and number of hours required to graduate was increased. Students will also have to complete a supervisory component.

In addition to the changes in the curriculum, the Maine Criminal Justice Academy has also prepared a certification process to become a part-time law enforcement officer. The elements of the certification process include weapons certification, a knowledge test, and supervision by your employing agency. These requirements are more fully explained as follows:

Phase I: Students must meet the age and education requirements to apply for this course (see application). Students must complete the 40-Hour On-line Law Enforcement Pre-Service Training Program. Students must complete the MCJA application for the MCJA LEPS Phase I and send it along with the \$250 fee, cash or check made payable to Treasurer, State of Maine to the Maine Criminal Justice Academy at 15 Oak Grove Road, Vassalboro, Maine 04989. Students will be given a Log-In and Password to complete the training.

This training must be completed before attending Phase II and there is no time limit to complete the Phase I of the training, however at the completion of the Phase I training the student will need to contact MCJA and take a final exam in Vassalboro. From the Phase I completion date, the student will have two years to start Phase II.

Phase II: Students must complete the 80-Hour Interactive, Scenario Based Classroom Program. Prior to the start of Phase II, students must complete the MCJA application for the MCJA LEPS Phase II. All students must meet the prerequisites listed below and send to the Academy all the required paperwork described below.

- **Age:** Students must be 21 years old, or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post secondary education program, with at least 40 credit hours. *Note Copies of transcripts or current grade reports are required with the application for those under 21.
- **Background Sponsorship:** Students must have a MCJA Background Investigation form signed and notarized by a Police Chief, Sheriff or Law Enforcement Administrator from a full-time Maine law enforcement agency that indicates no disqualifying conduct or conviction. See MCJA Background form. Disqualifying conduct or convictions will exclude applicants from eligibility, unless given a waiver from the MCJA Board.
- **ALERT Test:** Students must have a minimum passing score. The test is given at the MCJA campus the first and third Wednesday of each month at 8:00 a.m. It is also available off-site in the southern area of the state. Call MCJA at: 877-8000, or 877-8020 to schedule an appointment. A fee and photo ID are required. The ALERT test is a reading comprehension and writing skills test based upon the level required to master the MCJA Basic School Curriculum. There is no time frame to pass the ALERT exam prior to the start date of the Phase II program.
- **Physical Fitness Test:** Students must pass a Board approved fitness test at the 40th percentile based on age and gender norms. A fee is required. The following three (3) test items constitute the physical fitness test (PFT) requirements for acceptance into the Law Enforcement Pre-Service Phase II Program (same as entry into

the BLETP): One Minute Maximum Push-Up test; One Minute Sit-Up test; and 1.5 mile run. The student will be required to pass the PFT exam within 1 year prior to the start date of the Phase II program.

- **Written Test:** Students will be required to pass a written test over the Phase I on-line training curriculum before being accepted into the Phase II program. You will need to call 207-877-8000 to schedule your final exam which will take place at MCJA.
- **Medical Test:** Students must have a medical physical by an authorized medical person. This medical person must fill out the approved MCJA Medical form. The student will be required to pass the medical physical exam within 1 year prior to the start date of the Phase II program.

Phase III: After being hired by a Law Enforcement Agency as a Law Enforcement Officer, a provisional certificate will be issued upon receipt of a MCJA Notice of Employment and a MCJA Firearms Proficiency Form signed by a Certified MCJA Firearms Instructor. The employing agency must provide 80-hours of documented supervision before certification as a Law Enforcement Officer is granted by the Criminal Justice Academy. The Chief Law Enforcement Officer will have to sign a notarized MCJA Form stating the officer has completed the 80 hours of supervision to his or her satisfaction. The part-time law enforcement officer will have one year to complete the 80 hours of supervision. An officer may receive an extension by the MCJA Board in extenuating circumstances.

For more information on how to sign up for the pre-service training courses please visit:

<http://www.maine.gov/dps/mcia/training/preservice/index.htm>

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312
FAX: (207) 817-7463

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: July 30, 2018

CLOSING DATE: August 17, 2018

RESERVE POLICE OFFICER

JOB STATUS:

POLICE OFFICER

Career Field: Police/Dispatch Pay

Range: \$15.00 Term: Permanent

Classification: On-call/Reserve

LOCATION:

Penobscot Nation

Public Safety

25 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7312 to request applications be sent to you. Application package includes: Tribal Application for employment, Public Safety Application for employment, and SF86.
- Submit completed application package along with certifications to:
 - Attn: Penobscot Nation Human Resources
 - mailing: 12 Wabanaki Way, Indian Island, ME 04468
 - physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

POSITION DESCRIPTION

JOB SUMMARY:

The Police Officer plays a primary role in the prevention of crime, and the protection of lives and property in the Penobscot Nation through performing a variety of police functions such as enforcing traffic laws, as well as promptly responding to distress calls via the dispatch office. Daily duties involve supporting the efficient operation of the Police department through following assigned activities, outlined departmental procedures, and implementing applicable departmental work priorities and goals. The Police Officer ensures that order is maintained, through the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals issued by the Department, taking appropriate action for the prevention of crime.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Understands and adhered to the Standard Operation Procedures (SOP) of the Department including but not limited to the following:

- Proceed to post or assignment as directed by superior officer.
- Monitors and inspects post or sector for conditions requiring police attention.
- Reports immediately to the supervisor any unusual crime, occurrence or condition.
- Reports conditions not requiring immediate attention to the Communications Center
- Establishes and maintains ongoing familiarity with the day to day routine of people residing, doing business or frequenting post or sector.
- Maintains awareness of the development of conditions tending to cause crime, takes preventative actions to correct such conditions and informs superior(s) as soon as situation permits.
- Keep dispatch operations informed of police services rendered.
- Reports any mutual aid requests from law enforcement agency to the supervisor
- Submits police officer's activity report to the supervisor as directed.

- Submit all police reports for services rendered for assigned shift before leaving shift; enter all data into computer system before leaving shift.
- Adheres to internal directive regarding the processing of all legal paperwork.
- Cooperates with Tribal Departments and agencies to accomplish mission of Department.
- Projects professional appearance in dress and demeanor while on duty.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the SOP's and Personnel Policies and Procedures.
- Performs other related tasks as requested.

KNOWLEDGE/SKILLS/EXPERIENE REQUIREMENTS:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

Law Enforcement Pre-Service Training Program

In 1989, the 114th Maine Legislature passed laws mandating the Board of Trustees of the Maine Criminal Justice Academy to establish standards for pre-service training. The purpose of this mandate was to ensure that no person could “serve as a law enforcement officer with the power to make arrests or the authority to carry a firearm until certified as satisfying pre-service training requirements.” This resulted in the first Law Enforcement Officer Pre-Service Training Program.

In 2009 the Board of Trustees of the Maine Criminal Justice Academy proposed changes to the current Law Enforcement Pre-Service Training Program. Updates to the existing program were implemented, and the format and number of hours required to graduate was increased. Students will also have to complete a supervisory component.

In addition to the changes in the curriculum, the Maine Criminal Justice Academy has also prepared a certification process to become a part-time law enforcement officer. The elements of the certification process include weapons certification, a knowledge test, and supervision by your employing agency. These requirements are more fully explained as follows:

Phase I: Students must meet the age and education requirements to apply for this course (see application). Students must complete the 40-Hour On-line Law Enforcement Pre-Service Training Program. Students must complete the MCJA application for the MCJA LEPS Phase I and send it along with the \$250 fee, cash or check made payable to Treasurer, State of Maine to the Maine Criminal Justice Academy at 15 Oak Grove Road, Vassalboro, Maine 04989. Students will be given a Log-In and Password to complete the training.

This training must be completed before attending Phase II and there is no time limit to complete the Phase I of the training, however at the completion of the Phase I training the student will need to contact MCJA and take a final exam in Vassalboro. From the Phase I completion date, the student will have two years to start Phase II.

Phase II: Students must complete the 80-Hour Interactive, Scenario Based Classroom Program. Prior to the start of Phase II, students must complete the MCJA application for the MCJA LEPS Phase II. All students must meet the prerequisites listed below and send to the Academy all the required paperwork described below.

- **Age:** Students must be 21 years old, or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post secondary education program, with at least 40 credit hours. *Note Copies of transcripts or current grade reports are required with the application for those under 21.
- **Background Sponsorship:** Students must have a MCJA Background Investigation form signed and notarized by a Police Chief, Sheriff or Law Enforcement Administrator from a full-time Maine law enforcement agency that indicates no disqualifying conduct or conviction. See MCJA Background form. Disqualifying conduct or convictions will exclude applicants from eligibility, unless given a waiver from the MCJA Board.
- **ALERT Test:** Students must have a minimum passing score. The test is given at the MCJA campus the first and third Wednesday of each month at 8:00 a.m. It is also available off-site in the southern area of the state. Call MCJA at: 877-8000, or 877-8020 to schedule an appointment. A fee and photo ID are required. The ALERT test is a reading comprehension and writing skills test based upon the level required to master the MCJA Basic School Curriculum. There is no time frame to pass the ALERT exam prior to the start date of the Phase II program.
- **Physical Fitness Test:** Students must pass a Board approved fitness test at the 40th percentile based on age and gender norms. A fee is required. The following three (3) test items constitute the physical fitness test (PFT) requirements for acceptance into the Law Enforcement Pre-Service Phase II Program (same as entry into

the BLETP): One Minute Maximum Push-Up test; One Minute Sit-Up test; and 1.5 mile run. The student will be required to pass the PFT exam within 1 year prior to the start date of the Phase II program.

- **Written Test:** Students will be required to pass a written test over the Phase I on-line training curriculum before being accepted into the Phase II program. You will need to call 207-877-8000 to schedule your final exam which will take place at MCJA.
- **Medical Test:** Students must have a medical physical by an authorized medical person. This medical person must fill out the approved MCJA Medical form. The student will be required to pass the medical physical exam within 1 year prior to the start date of the Phase II program.

Phase III: After being hired by a Law Enforcement Agency as a Law Enforcement Officer, a provisional certificate will be issued upon receipt of a MCJA Notice of Employment and a MCJA Firearms Proficiency Form signed by a Certified MCJA Firearms Instructor. The employing agency must provide 80-hours of documented supervision before certification as a Law Enforcement Officer is granted by the Criminal Justice Academy. The Chief Law Enforcement Officer will have to sign a notarized MCJA Form stating the officer has completed the 80 hours of supervision to his or her satisfaction. The part-time law enforcement officer will have one year to complete the 80 hours of supervision. An officer may receive an extension by the MCJA Board in extenuating circumstances.

For more information on how to sign up for the pre-service training courses please visit:

<http://www.maine.gov/dps/mcja/training/preservice/index.htm>