

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: May 3, 2019

CLOSING DATE: Until filled

RESERVE POLICE OFFICER

JOB STATUS:

POLICE OFFICER

Career Field: Police/Dispatch Pay

Pay Range: \$18.00

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, 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 817-7312 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: \$16.25-\$19.38 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/mcja/training/preservice/index.htm>