

**PENOBSCOT NATION**  
TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7306

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: April 4, 2022**

**CLOSING DATE: Until Filled**

**PATROL OFFICER**

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**JOB STATUS:**

**Title: Patrol Officer**  
**Career Field: Police/Dispatch**  
**Pay Range: \$21.00-\$30.00 per hour**  
**Classification: Full-time**

**LOCATION:**

**Penobscot Nation**  
**Department of Public Safety**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** High School Graduate, Maine Criminal Justice Academy Pre-Service Training Certificate or any state or federal law enforcement training certificate that meets the waiver policy of the Maine Criminal Justice Academy and the Department of the Interior's Indian Police Academy. No prior criminal history. Must be able to attend and complete the Indian Police Academy or Maine Criminal Justice Academy within a year of hire date. Must pass a physical agility test (MCJA or IPA standards), oral board, background investigation, psychological, polygraph and medical examinations. Job duties and additional information can be obtained from the Human Resource Department. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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**HOW TO APPLY:**

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-Applications are available at the Human Resources Office located at Nicholas Sapiel Building, 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org), or call 207-817-7312 to request applications be sent to you. **Application package includes: Tribal Application for employment, questionnaire for working with children, and form SF86**

Submit completed application package along with and required certifications to:

Attn: Penobscot Nation Human Resources

Mailing: 12 Wabanaki Way, Indian Island, ME 04468

Physical location: 27 Wabanaki Way, Indian Island, ME 04468

For more information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **PATROL OFFICER JOB DESCRIPTION**

**POSITION TITLE:** Patrol Officer

**IMMEDIATE SUPERVISOR:** Patrol Sergeant

**Rate of Pay:** \$21.00-\$30.00 per hour

**STATUS:** Regular Full Time

### **RESPONSIBILITIES**

1. Patrol assigned areas and assist the public, while working toward public compliance of Tribal, State and Federal laws and ordinances, with a community oriented approach.
2. Responds to calls from the dispatch center, citizens and other tribal departments of emergency and non-emergency job related matters.
3. Issue warnings, citations, affect arrests, gather evidence, and keep accurate notes to assist in the enforcement and prosecution of offenders.
4. Investigate complaints, inform supervisors of the need for additional resources.
5. Write detailed and accurate reports and submit to supervisor within required time.
6. Respond to and investigate motor vehicle accidents, to determine cause.
7. Render aid at accident scenes, prevent further injuries or damage and secure the scene for processing.
8. Report to and testify in all case related Tribal, State and Federal Court trials and other administrative hearings related to your duties.
9. Perform any special detail, community function, public event or other assigned activity.
10. Periodically inform the communication Center of your location.
11. Complete all required daily and monthly statistical reports within required time
12. All other details or duties assigned by a supervisor.
13. Adhere to all Penobscot Nation Standard Operating Procedures and Tribal Personnel Policies.

*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*