



HOH INDIAN TRIBE

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Dawn Gomez - Chairwoman
Melvinjohn Ashue – Vice Chairman
Tahnee Hudson – Secretary
Rosetta Hernandez – Treasurer
Derek Benally –Member
Ennrrique Barragan – Member
Walter Ward-Bos V– Member

Bob Smith – Executive Director

Position Description

Job Title	Enforcement Officer Law Enforcement and Resource Protection Officer
Department	Hoh Tribal Enforcement Office
Reports To	Chief of Police
Status	Permanent / Full Time
Salary Range	D.O.E. /Q
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area

Summary

This is an entry level position in law enforcement and Treaty Rights enforcement established to protect the HOH Tribal community and treaty rights, natural, wildlife and fishery resources; enforcing Tribal, State and Federal laws and ordinances where appropriate; working irregular hours, including nights, weekends, holidays and outdoors during all weather conditions. Incumbent is appointed by and reports to the Hoh Captain of Police.

The Hoh Tribal Enforcement Officer provides protection of the Hoh tribal community as well as wildlife and fisheries resources under the jurisdiction of the Hoh Tribe by performing a variety of enforcement activities as outlined in the Tribe's Hunting and Fishing Codes and the BIA Law Enforcement Handbook. The position will work closely with and assist the Natural Resource Department and the community as directed by the Executive Director. The position will also include an outreach and education component that will involve coordinating with the Tribal Cultural Resources Department and the Education Department to mentor Tribal youth regarding the wise use of natural resources and the historic connection between these resources and the Tribe's culture and sustenance.

The position is covered by the Hoh Tribe's Personnel Policies and Procedures and Tribal Enforcement Department Policies.

Duties and Responsibilities

- The duties of this position include, but are not limited to: : Patrol usual and accustomed areas within the interior and exterior boundaries of the HOH Indian Reservation by vehicle, foot or watercraft to enforce

appropriate laws, ordinances and treaty rights regulations. Prepare notes, reports, logs, as well as operational sheets for operation of equipment assigned to the HOH Tribe. Investigates criminal, non-criminal and treaty rights violations, fishing, hunting and traffic violations, questions witnesses and suspects, corroborates testimony, searches persons and scenes of crimes, writes citations, gathers evidence and presents it for trial, makes arrests when necessary. Operates patrol vehicles, watercraft and other equipment assigned to the HOH Tribe and HOH Tribal Law Enforcement and Resource Protection Department. Provide back up and assistance to other law enforcement agencies when called upon in emergencies. Conduct Search and Rescue and Emergency Management functions. Performs work with latitude for independent judgment and action within departmental and Bureau of Indian Affairs, (BIA) guidelines and policies. Incumbent may work with other tribal, county, state or federal officers in joint efforts to provide adequate law and treaty rights enforcement

Perform other duties as assigned within the scope of responsibilities, which include probation monitoring and hunting tag issuance.

- Investigates violations of the Hoh Tribe's adopted - policies from the BIA Law Enforcement Handbook 3rd Edition as well as the Tribe's Hunting and Fishing Ordinances and HOH Law and Order Code.
- Collects evidence and preparation for prosecutions.
- Studies and applies state and tribal laws concerning legal regulations to investigate complaints and recommend course (s) of action.
- Checks tribal members' equipment and licenses and arrests violators of fish and game laws.
- Questions witnesses and procures evidence; assists with prosecution of criminal cases in tribal and municipal court as required.
- Assists with search and rescue missions, administers first aid, and secures disaster areas where drowning or other accidents have occurred.
- Maintains patrol equipment including firearms, boats, traps, and related items.
- Issues big game hunting tags to tribal members and keeps records of annual big game harvest
- Answers both emergency and non-emergency calls and complaints involving fire, traffic accidents, domestic situations, robberies and other misdemeanors, and other disturbances and answers felony calls and takes necessary police action.
- Conducts preliminary investigations at crime scenes and accidents, gathers evidence, locates and questions witnesses.
- Interviews witnesses and/or complainants; collects material evidence and performs crime scene work; performs surveillance; apprehends, interviews, and arrests suspects; prepares and submits accurate reports and keeps detailed incident logs; assists other jurisdictions and agencies; participates in undercover investigations of narcotics, gambling, vice and other activities, violations and crimes; may be called on at any time for emergency duties.
- Maintains confidentiality so as not to jeopardize on-going cases. • Must be able to quickly assess situations in accordance with operating rules, regulations and laws while considering the needs of the community in order to protect the health and safety of the public, other officers and himself/herself.
- May participate on special task forces as assigned by - Law Enforcement Captain which may include school resource officer duties, gang resistance education and training to students, school staff and community. Performs hunting patrols and patrols of seasonal fireworks areas or other events/activities. May work marine or hunting patrols including ensuring that shellfish divers are in compliance with shellfish code through quarterly Urine Analysis.
- Performs other duties as assigned.

Knowledge, Skills and - Abilities

- Ability to analyze situations quickly and objectively, to recognize actual and potential dangers and to determine proper course of action.
- Ability to read and understand laws, ordinances, rules and regulation.
- Ability to cope with stressful situations firmly.
- Tactfully and with respect to individual rights.
- Ability to communicate clearly verbally and in writing.
- Ability to maintain effective relations with fellow employees and with citizens from varied racial, ethnic, or economic backgrounds.
- Ability to develop skill in the use and care of a variety of firearms, law enforcement equipment. Ability to learn and apply basic first aid procedures.
- Ability to review information related to criminal incidents, identify elements, and develop a case for prosecution.
- Ability to adjust to rotating work schedules.
- Ability to work independently, plus plan and organize work duties. Ability to maintain a high degree of confidentiality.

Education and Qualifications Minimum Qualifications

- Applicant must be 21 years of age or older; proof of age required. high school diploma or GED.
- Must have a valid Washington State Drivers License or the ability to obtain one upon hire.
- Must pass a full medical exam which include having the physical strength and agility sufficient to perform the duties of this position. Vision at least 20/40 uncorrected each eye corrected to 20/20 and normal color perception. Hearing must be in ranges set by the BIA Law Enforcement without the use of hearing aids
- Must not have been arrested or convicted of a felony in any jurisdiction. Must not have been arrested for Crimes of Dishonesty (other than minor traffic offenses)
- Must pass an extensive background investigation including but not limited to criminal and credit history background. Full disclosure of previous work history is required.
- Must successfully pass a written examination and an oral interview board.
- Must successfully pass a psychological examination. May be required to pass a polygraph examination prior hiring.
- Must have successfully completed the Washington State Basic Police Academy or Washington State Law Enforcement Equivalency Test and may be required to attend the BIA Law Enforcement Academy. Non-Certified Candidates may be considered for hire but must obtain Law Enforcement Certification within a directed time.
- Must successfully qualify with duty firearms prior to performing duties of this position.
- Must be familiar with operation of land/water craft assigned to the Hoh Tribal Law Enforcement and Resource Protection Department or be capable of learning the operation of this equipment with minimum amount of training within 90 days of hire.
- Current certification in first aid and CPR; / EMT, a plus. White water / Swift Water rescue certification, a plus.
- Take and pass pre -employment drug and alcohol test.
- A officer certification from a recognized jurisdiction at the time of appointment is highly desirable.
- Candidates without current law enforcement officer certification must be able to obtain certification within the time frame established by the Hoh Indian Tribe.
- Current certification in first aid and CPR; EMT certification is highly desirable but not required prior hiring
- White water or Swift Water rescue certification is highly desirable but not required prior hiring.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.