

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

HEALTH CLINIC POLICE OFFICER

Location: Pyramid Lake Health Clinic, Nixon, NV

\$16.61-17.46 per hour; Step 1-3 DOE

Full-Time, (40 Hours per week) Non-Exempt

Date Posted: 10/24/2018

Date Closed: 11/08/2018

Class 414 Grade 18

DEFINITION: Enforces applicable Tribal, Federal and State laws within the Pyramid Lake Reservation to ensure the safety and health of citizens in and around the Pyramid Lake Health Clinic. Enforces the Pyramid Lake Health Clinic policies/procedures. Prevents crime through effective enforcement presence, and interacts with the community to address their needs and concerns pertaining to the Health Clinic and surrounding areas.

DUTIES & RESPONSIBILITIES:

Observe activities in an assigned area to maintain order, detect crime and/or other violations, enforce laws, and take enforcement action as appropriate. Stand guard and patrol regular assigned areas on foot, ensure compliance with policies and procedures on premises, and prevent theft, violence, or other infractions of health clinic rules and regulations.

Respond to calls for service received from a dispatcher, supervisor, citizen, or other source; evaluate the situation from the standpoint of public and officer safety; and implement action appropriate to the circumstances; including, enforcement (arrest or issue of citation), mediation between parties, emergency medical aid and referral to other agencies. Protect private, public, and government property. Keep abreast of security problems, hazards, and prevention priorities.

Investigate observed or reported incidents to determine the relevant factors. Maintain an acceptable and productive level of field activity, including security checks of fire control/alarm systems, and intrusion control/alarm systems.

Perform security checks on building doors and gates located at health clinic facilities.

Testify at judicial proceedings and administrative hearings to present evidence and information relevant to the proceedings. Notify proper authorities of unusual activities of a harmful nature, and assist with the investigation of potential problems.

Gain effective and prompt control at the scene and properly utilize necessary support services of local law enforcement services. Maintain security, search, and supervise the conduct of offenders until the Tribal, State or Federal police arrive to take custody of said offender.

Receive reports of potential security risks from patients, informants, or employees; and, forward information via radio, telephone, and/or writing to appropriate staff for action.

Write daily detailed reports describing incidents, security violations, and names of parties involved. Submit reports to supervisor and/or police department, and submit all reports in a timely manner.

DUTIES & RESPONSIBILITIES (CONT.):

Respond to alarms and dispatched calls after normal working hours. Decide what actions to take based on situation, facts known, and attempt to resolve the cause of alarm until the proper authorities/personnel are notified to respond to the emergency. Secure facility with local law enforcement, if needed.

Investigate, evaluate, and stop any unsafe or potentially hazardous activities within the grounds of the Pyramid Lake Health Clinic.

Administer life-saving first aid at a crime or accident scene through the use of CPR, First Aid and other modern procedures.

Adhere to a law enforcement code of conduct and follow specific department rules. Attend regular departmental and in-service training as directed.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Use protective gear; such as, bullet-resistant vest, masks, goggles, gloves, etc.

Perform daily inspection of the clinic facility, and follow clinic facility safety applications.

Maintain confidentiality at all times with regard to security process, with exception of authorized personnel.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: arrest procedures, rules of evidence, crime scene search, preservation of evidence, writing reports, testifying in court and related police functions; Constitutional protection of individuals, including search and seizure, questioning or arrest; procedures for handling suspects; and, security and fire inspection procedures.

Ability to: accurately observe and recall information; quickly assess situations and make logical decisions; exercise emotional control; read and comprehend laws, regulations, policies, and procedures; communicate effectively, both orally and in writing; establish and maintain effective work relationships with departmental Personnel, other agencies, the public, and others contacted in the course of work; deal with potentially violent situations by verbally defusing them or by physical restraint when required; and, work alone and carry out assignments without immediate supervision.

Must have binocular vision correctable 20/20 (Snellen). Uncorrected vision must test a 20/70 (Snellen) in each eye. Near vision corrected/uncorrected must be sufficient to read Yeager type 2 to 14 inches. Must have the ability to distinguish basic colors.

Must have the ability to hear conversational voice without the use of a hearing aid, and be in good physical condition with no physical impairments. Must provide an annual medical certification of fitness for duty.

Incumbent must: have the physical strength and agility to pursue suspects, sometimes on foot; make and maintain arrests despite possible resistance; move heavy objects which may present hazards; and, handle any other emergency situation. Must be able to defend self or others against physical attack.

Must be at least 21 years old. Must be of high moral character; have the willingness to earn and keep the respect of the community; and, be honest and trustworthy.

Must maintain current certification in the use of Taser, baton, and defensive tactics. Attend other appropriate officer training, as needed.

MINIMUM QUALIFICATIONS (CONT.):

Must have first aid, CPR within the first six months of employment.

Must possess a valid Nevada Driver's license, and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a General Education Development (G.E.D) Certificate. Must have successfully completed an approved Basic Police Training Course Conducted at the Indian Police Academy or a Police Officer Standard Training (P.O.S.T). Category I Certification from an accredited training facility at time of application.

Must maintain a minimum of forty (40) hours of local in-service annually to meet training needs determined by the Tribe, and to keep abreast with developments in the field of law enforcement. Experience in Tribal law enforcement preferred.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1119/1132. www.plpthumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.