

Sisseton-Wahpeton Oyate

Job Description

Job Title: Indian Highway Safety Project Officer

General Purpose:

This position performs duties in the enforcement of traffic laws and ordinances, regulations and investigations pertaining to DUI drivers, traffic crashes and traffic safety violations, within the jurisdiction of the reservation. Enforces laws and investigates alleged crimes or complaints relating to DUI/DWI/OWI and moving violations. Work is performed in compliance with standard law enforcement procedures, tribal statues, federal statues and state statues as they apply to the position's scope of authority. Provides law enforcement services in a manner that promotes a positive image on the law enforcement profession, police department and tribe.

Supervision:

The Indian Highway Safety Project Officer is under the direct supervision of the Chief of Police or his/her designee.

Duties and Responsibilities:

1. Read and understand the grant agreement to ensure compliance with rules, regulations and special emphasis as may be required.
2. Read and understand performance measures and reporting requirements.
3. Enforces traffic ordinances and investigates traffic crashes involving personal injury and property damage.
4. Provides first aid to the sick and injured until medical personnel arrives.
5. Maintains records, daily log sheets and completes police reports in a timely manner.
6. Appears in court on traffic violations and criminal cases.
7. Familiarizes self with the reservation roads and general geography.
8. Adheres to confidentiality of information.
9. Abides by safety rules and regulations.
10. Operates department vehicles in a safe and legal manner.
11. Follow policies and procedures of the tribe and police department.

12. The Indian Highway Safety Officer will spend 100% of time performing traffic safety related duties. (An exception to this rule is exigent circumstances involving safeguarding lives.)
13. Perform other duties in support of the Tribal traffic project as assigned or required by the chief of police or his/her designee.
14. Abide by all requirements of the Indian Highway Safety Program.
15. Attend training as may be needed to fulfill position (SFST, intox certification, radar operator, etc.)

Qualifications:

1. Must possess basic police officer certification or become certified with one year of employment. This certification must be from the Indian Police Academy or a certification recognized by the tribe. The Indian Highway Safety Program will not pay wages while attending a basic police academy. Wages during this time frame will be the responsibility of the police department.
2. Must have a high school diploma or GED.
3. Must have a valid driver's license.
4. Must be twenty-one years of age.
5. Must have excellent oral and written communication skills.
6. Must have no felony convictions or convictions involving domestic violence.
7. Must pass a background investigation, and be properly adjudicated in accordance with 25 CFR.

Approved David Flute Date 10-13-17