PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES

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

JOB ANNOUNCEMENT: **OPENING DATE:** August 17, 2016

The Penobscot Nation is seeking
Applications for the following position:

CLOSING DATE: Until suitable candidate is found

PATROLMAN I (Full-Time)

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JOB STATUS:

PERMANENT FULL-TIME
Police/Dispatch Career Field
Category: B
Pay Range: $15.36 – $18.32*
*16% added to base pay in lieu of shift differential, overtime, weekend and holiday pay

LOCATION:

Department of Public Safety
25 Wabanaki Way
Indian Island, Maine 04468

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BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

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QUALIFICATIONS REQUIRED A High School Diploma or GED. Must possess a valid State of Maine Driver's License with a clean driving record. No prior criminal history. 100 hour Maine Criminal Justice Academy Training. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office At the Community Building, Indian Island, Maine. Application for Public Safety must also be completed and submitted.
- Submit completed applications/resume and certifications to the Penobscot Nation's Human Resources Office: 12 Wabanaki Way
  Indian Island, ME 04468
- For further information***, call 817-7306***

POSITION DESCRIPTION

POSITION TITLE: Patrolman I

IMMEDIATE SUPERVISOR: Chief of Police

RESPONSIBILITIES: (Patrol Manual – Duties and Responsibilities) SERIES 100

1. Proceed to post or assignment as directed by superior officer.

2. Be aware and inspect post or sector for conditions requiring police attention.

3. Report immediately to the supervisor any unusual crime, occurrence or condition.

4. Report conditions not requiring immediate attention to the station house

5. Render all necessary police service in his assigned area and as otherwise directed.

6. Familiar self with the day to day routine of people residing, doing business or frequenting post or sector.

7. Investigate suspicious conditions and circumstances on post.

8. Give attention to crime hazards.

9. Signal station house when assigned to school crossing, signal before and after crossing signal.

10. Keep dispatch operations informed of police services rendered.

11. Report police services rendered in another department to the supervisor.

12. Submit police officer's activity report to the supervisor by the third day of the month of previous month. If scheduled for vacation or other leave submit report prior to leave.

13. Call the supervisor when detained at court or elsewhere and unable to return to the at the end of the duty.

14. Submit all police reports for services rendered for your shift before leaving shift. Enter all data into computer system before leaving shift.

15. Monitor portable radio traffic.

16. Notify officer assigned to legal paper service of needed immediate service of summons, writs, subpoena, recovery, etc. Check warrant log regarding service of your cases.

17. Sign in, log on computer at beginning of tour and sign out, log off computer upon completion of tour on Officer's time sheet and radio log.
18. Investigate and notify dispatcher of any hazardous highway conditions.

19. Secure, tag and enter all evidence in the evidence locker. Make necessary entries in the evidence log.

20. Make entries for long distance calls in the telephone log as required.

21. Perform all other related duties as assigned by superior officer or the Chief of Police.

QUALIFICATIONS AND OTHER REQUIREMENTS: High School Graduate, 100-Hour Maine Criminal Justice Academy Training. No prior criminal history. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

CATEGORY: Full-Time

CLASSIFICATION: Police/Dispatchers Career Field, Category B