

**Office of the Chief and Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**  
12 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

## **JOB ANNOUNCEMENT**

**Opening Date:** January 1<sup>st</sup>, 2025

**Closing Date:** Until Filled

### **Position: Patrol Officer**

**Department:** Police Department

**Reports To:** Chief of Police

**Pay Range:** \$31.72 - \$40.92

**Status/Term:** Full-time, Exempt

**Location:** 25 Wabanaki Way. Indian Island, ME 04468

### **Job Summary:**

The Penobscot Nation is seeking a dedicated and community-oriented individual to serve as a Patrol Officer. This role involves ensuring the safety and security of the Penobscot Nation community through effective law enforcement practices, crime prevention, and public service. The Patrol Officer will conduct routine patrols, respond to emergencies, enforce tribal and state laws, and engage in community outreach to build trust and foster positive relationships. The ideal candidate will demonstrate professionalism, integrity, and a commitment to upholding the values and sovereignty of the Penobscot Nation.

### **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

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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.

### **Essential Duties/Responsibilities:**

- 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.
- Responds to calls from the dispatch center, citizens, and other tribal departments of emergency and non-emergency job related matters.
- Issue warnings, citations, affect arrests, gather evidence, and keep accurate notes to assist in the enforcement and prosecution of offenders.
- Investigate complaints, inform supervisors of the need for additional resources.
- Write detailed and accurate reports and submit to supervisor within required time.
- Respond to and investigate motor vehicle accidents, to determine cause.
- Render aid at accident scenes, prevent further injuries or damage and secure the scene for processing.
- Report to and testify in all case related Tribal, State and Federal Court trials and other administrative hearings related to your duties.
- Perform any special detail, community function, public event or other assigned activity.
- Periodically inform the communication Center of your location.
- Complete all required daily and monthly statistical reports within required time
- All other details or duties assigned by a supervisor.
- Adhere to all Penobscot Nation Standard Operating Procedures and Tribal Personnel Policies.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other duties as assigned as required.

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### **Physical Demands/Conditions/Requirements:**

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds.

### **How to Apply:**

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at [www.penobscotnation.org](http://www.penobscotnation.org).
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).
- - For additional information, call (207) 817-7306 or email [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).

*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.*