



**San Pasqual Band of Mission Indians  
Position Vacancy**

<b>Position Title: Tribal Police Officer</b>	<b>Posting Date: April 5, 2021</b>
<b>Position Reports to: Police Chief</b>	<b>Employment Category: Full-Time</b>
<b>Department: Public Safety Tribal Police</b>	<b>Internal Closing Date: April 12, 2021</b>

**Position Summary**

Under the general supervision of the Chief of Police, performs a variety of administrative and professional work in assuring compliance with Tribal, State and Federal Law. This is an armed position. Ensure the safety of the community and its assets of the SPBMI Reservation, and to interact with local law enforcement agencies as delegated by the Chief of Police.

**Principal Duties and Responsibilities:**

- Enforce ordinances and resolutions of the San Pasqual Band of Mission Indians Tribal Government as directed.
- Deliver and serve legal papers as requested by the Tribal Court or Tribal Council.
- Investigate alleged violations of ordinances and resolutions of the San Pasqual Band of Mission Indians Tribal Government, Violations of all California criminal codes and certain segments of the code of Federal Regulations.
- Act as bailiff during Tribal Court Sessions and security at public meetings to maintain order.
- Write crime, arrest and investigative reports to a standard of acceptability in Tribal, State and Federal Court.
- Complete all reports in a timely manner.
- Report individuals in violation of ordinances and resolutions of the General Council.
- Patrol 24 hours, seven days per week, with on call shifts.
- Perform discretionary and sometimes policymaking functions as a Tribal Official in performing the above listed and to be assigned responsibilities.
- Maintain the security and safety on and in the surrounding areas of the San Pasqual Reservation.
- Perform various tasks associated with foot patrol, self-defense actions, and search activities.
- Comprehend written instructions, policies and procedures and directives.
- Seize, examine, package, and properly store evidence.
- Write reports and comprehend written instructions.
- Use tact and diplomacy when encountering the public.
- Stand for long periods of time.
- Adhere to verbal instructions.
- Responsible for the proper execution of assigned duties.
- Other duties as assigned.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

**Education, Experience, Qualifications and Skills:**

- High School Diploma or GED
- Valid CA. Driver's License
- Completion of P.O.S.T. certification Academy and / or Department of Interior BIA Academy
- Minimum of two years of Law Enforcement, Military Law Enforcement or Tribal Public Safety experience required.
- Knowledge of Public Law 280 and relevant Federal laws.

Individuals who are interested for consideration for the above position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org) or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.