

CHEYENNE RIVER SIOUX TRIBE
INDIAN HIGHWAY SAFETY DEPARTMENT
INDIAN HIGHWAY SAFETY OFFICER

DESCRIPTION OF WORK

General Statement of Duties: 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, federal and state statutes 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 Received: The Indian Highway Safety Officer is under the immediate supervision of the Indian Highway Safety Sergeant of Police/Supervisor and general supervision of the Chief of Police.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Reads and understands the Project Agreement to ensure compliance with rules, regulations and special emphasis as may be required.

Reads and understands performance measures and reporting requirements.

Enforces traffic ordinances and investigates traffic crashes involving personal injury and property damage.

The Indian Highway Safety Officer will spend 100% of time performing traffic related duties (Exception this rule is exigent circumstances involving safeguarding lives).

Abides by all requirements of the Indian Highway Safety Program.

Maintains records, daily and mileage log sheets and completes police reports in a timely manner.

Provides first aid to the sick and injured until medical personnel arrives.

Appears in court on traffic violations and criminal cases.

Familiarizes self with the reservation roads and general geography.

Adheres to confidentiality of information.

Abides by safety rules and regulations.

Follows policies and procedures of the tribe and police department.

Attends training as may be needed to fulfill position (SFST, Intoxilyzer, Radar, etc.)

Operates department vehicles in a safe and legal manner.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have excellent oral and written communication skills.

Education: Must have a high school diploma or GED.

Experience: One year of traffic safety and/or law enforcement duties. Must have computer experience.

Special Requirements: Must possess basic police officer certification. Will be required to obtain certification in firearms qualification, SFST (Standard Field Sobriety Test), radar, intoxilyzer and PBT training as soon as possible. Must complete a physical and participate in a Physical Efficiency Battery (PEB) test prior to being hired, and every year thereafter (Attach a copy of physical). 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. Must be twenty-one years of age and have a valid driver's license (Must attach documents).

Must have no felony convictions or convictions involving domestic violence. Must have no DUI convictions within the last three years.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Revised Date: 06.23.2016