



## POSITION DESCRIPTION

**POSITION:** Patrolman  
**DEPARTMENT:** Comanche Law Enforcement Patrol  
**SUPERVISOR:** Chief of Police  
**CLASSIFICATION:** Regular; Full-Time

### PROGRAM DESCRIPTION

The Comanche Nation Law Enforcement Patrol division provides services to the tribal members, business, and court services to the Children's and CFR courts. Within the patrol division, the structure includes patrol activities, community activities, crime prevention, and K-9 activities over the 63,000 square miles of Indian Country over seven southwest Oklahoma Counties.

### JOB SUMMARY

A law enforcement position under the Chief of Police who assists in the performance of law enforcement services for the Comanche Nation. The patrolman is responsible for assisting the COP in the administration, direction, and coordination of all departmental activities and operations and fulfills the first line supervisory duties. Work is performed within the structured patrol, investigation, and dispatch elements to provide operational decisions for law enforcement services in "Indian Country" as outlined in Title 25 Code of Federal Regulations, Tribal Statutes, Title 18 USC, and Oklahoma Statutes.

### DUTIES AND RESPONSIBILITIES

- Executes general and special assignments in the departmental operations and activities
- Maintains a continuing knowledge of the departmental policies and procedures and assists in the identification of specific development procedures, rules and regulations requiring revision or clarifications
- Maintains the activity reports of all law enforcement services and initiates Incident reports as required
- Represents the department at community events or during multi-departmental functions
- Knowledgeable of how complaints from the public concerning policing activities are received
- Cooperates with other agencies in the promoting of timely and effective law enforcement service support in day to day operations, emergency operations and in natural disasters



## THE COMANCHE NATION OF OKLAHOMA

### QUALIFICATIONS:

#### Mandatory Qualifications:

- Graduate from High School or GED certificate
- Graduate from the Indian Police Academy or State Basic Police Academy (Entry Level personnel requiring attendance at an academy shall remain probationary hires until completion of the Police Academy and Field Training Program).
- Must be able to pass federal background check
- Possession of a valid driver's license
- Must be able to pass SF 78 Police Examination
- Eyesight correctable to 20/20 and no disabilities affecting the performance of law enforcement duties

#### Desired Qualifications:

- Experience as a full time police officer
- Broad breath of experience in law enforcement services to include investigations, patrol, and command staff experience
- Degree in Criminal Justice or related career field

#### Knowledge, Skills, and Abilities:

- Knowledgeable in the principles, methods, and procedures of law enforcement activities
- Knowledgeable in tribal agency rules and regulations
- Capable of receiving and maintaining departmental resources to support police services
- Ability to foster and maintain professional working relationships with peers, subordinates, supporting agencies, and tribal community

#### Licenses/Certifications/Other:

- Possess a valid driver's license
- Ability to pass a background check
- Ability to pass a drug screening

Submitted: 1/4/2011

Updated: 3/3/2011

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