

541-429-7180



HumanResources@ctuir.org



46411 Timine Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Police Officer ( <b>2 positions</b> )
<b>SALARY:</b>	Range 1 to Range 9 \$71,280- \$114,372 annual DOE/DOQ Incentives: <ul style="list-style-type: none"><li>• 4% monthly pay for a DPSST Intermediate Certification.</li><li>• 8% monthly pay for a DPSST Advance Certification.</li><li>• 2.5% monthly pay for an Associate's Degree.</li><li>• 5% monthly pay for a Bachelor's Degree.</li><li>• 2.5 % monthly pay for Veterans of the US Armed Forces.</li><li>• 7% employee contribution included in base salary for CTUIR 401k Program.</li></ul> Hiring Bonus Packages: <ul style="list-style-type: none"><li>• Lateral Certified Officers: \$6,000 - \$10,000.</li><li>• Non-Certified Police candidates; \$2,500.</li></ul>
<b>DEPARTMENT:</b>	Umatilla Tribal Police Department (UTPD)
<b>LOCATION:</b>	Position located at Public Safety Building, Mission, Oregon Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Safety Sensitive [ <i>All Communications Officers, Firemen and Police Officers <b>requires</b> random drug testing</i> ] Non-Exempt
<b>SUPERVISED BY:</b>	Patrol Sergeant
<b>OPENING DATE:</b>	April 3, 2025
<b>CLOSING DATE:</b>	OPEN UNTIL FILLED

## CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## GENERAL STATEMENT OF DUTIES

Performs law enforcement and crime prevention work, including patrol, and investigation. Enforce federal, state, and local laws. Perform related work as required.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Patrols streets, businesses, and residential areas to enforce traffic and criminal laws. Issues warnings or citations for violations. Performs security checks for suspicious persons or vehicles.
2. Responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, and takes appropriate action.
3. Maintains written records and prepares reports necessary for accident and crime investigations, crime prevention, prosecution, and office activities.
4. Conducts investigations and interrogations. Gathers evidence and interviews victims and witnesses.
5. Renders credible testimony in all courts of law.
6. Serves criminal warrants, applicable court orders, and subpoenas.
7. Performs crime prevention activities that include surveillance patrols and dissemination of information to the public.
8. Make arrests, books and searches prisoners, transports prisoners.
9. Investigates drug activity, reports and maintain surveillance of suspected drug activity. Meets with informants, gathers, evaluates, and distributes information to proper agencies.
10. Participates in public relations programs, which may include speaking to citizen and/or school groups.
11. Directs road traffic, deliver emergency messages, responds and provides assistance to other law enforcement agencies.
12. Must have knowledge of and be respectful of tribal community, family and resources.
13. Maintain a working knowledge of and respect the unique customs and traditions of the CTUIR.
14. Ability to work within an inter-disciplinary setting that includes public health, housing, food security and other similar agencies that help support community oriented public safety outcomes.
15. Interact with community members and others in a manner that is respectful and culturally sensitive.
16. Other duties as assigned by Patrol Sergeant/Chief of Police

SUPERVISORY AUTHORITY: none

SIGNATORY AUTHORITY: none

ACCESS TO SENSITIVE AREAS: Police records, databases and restricted security areas.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Be a citizen of the United States.
2. Be at least 21 years of age.
3. Be of good moral character.
4. Possess self-initiative and ability to function with minimal direct supervision in conducting productive protective and enforcement patrols.
5. Possess tact and good communications skills, both verbal and written.
6. Be a high school graduate or possess a General Educational Development certificate (GED).
7. Be free from physical, emotional or mental condition, which might adversely affect your ability to perform as a police officer.
8. Possess a valid Oregon driver's license and meet insurance requirements to drive GSA/tribally owned vehicles.
9. Have no felony convictions.
10. Be able to render credible testimony in all courts of law.
11. Be able to pass a DPSST required 12<sup>th</sup> grade reading/writing exam.

**DESIREABLE QUALIFICATIONS:**

1. Possession of an Oregon DPSST Police Certification or equivalent from State/Federal or National Law Enforcement agencies.
2. Knowledge of applicable federal, state, and local laws and ordinances. English, grammar, and spelling. Some knowledge of investigative procedures, the gathering and preservation of evidence, interviewing, and interrogating techniques.
3. Ability to communicate effectively, both verbal and in writing. Understand and appropriately act on verbal and written instructions. Work independently and perform appropriately and effectively in emergency situations. Make decisions quickly based on knowledge available. Prepare complete and accurate reports. Deal tactfully with the public. Maintain effective working relationships with co-workers, other departments, law enforcement agencies, and the public. Adapt to changing situations and priorities. Physically perform assigned work. Work all shifts assigned.
4. Skill in the safe operation of law enforcement equipment, including firearms, motor vehicles, and other related law enforcement equipment.
5. Experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

**PHYSICAL DEMANDS:**

1. Ability to perform under stressful and exhaustive physical demands.
2. Ability to deal with violent and combative individuals requires considerable physical effort.
3. Ability to pursue and apprehend fleeing suspects on foot.
4. Operate police vehicles and may be required to sit for extended periods while performing various duties.
5. Work all types of shifts and hours, and all types of indoor and outdoor environments.
6. Safely and effectively handle and accurately shoot firearms.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in Section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**



## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe (if applicable).
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214 (if applicable).
8. Copy of Oregon DPSST Basic Police certification, as applicable.

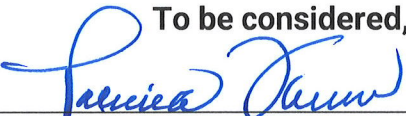
## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541) 429-7180 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Assistant HR Director, Office of  
Human Resources

64603/2025  
Date

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### **Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

