***VACANCY ANNOUNCEMENT***

**POSITION:** Safety Officer/Police Officer  
**STATUS:** Full-Time/Permanent  
**LOCATION(S):** BIA Law Enforcement, Concho Agency  
(Cheyenne & Arapaho Tribes Service Area)  
**ISSUED:** August 22, 2018  
**CLOSING:** Until Filled

**DUTIES & RESPONSIBILITIES:**
The Safety Officer/Police Officer shall fall under the direct supervision of the Chief of Police of the BIA Law Enforcement Concho Agency and shall primary patrol the Cheyenne and Arapaho Tribes’ service area. Incumbent shall be required to assist in the administration of specific transportation safety goals and transportation satisfy program objectives. Incumbent shall assist in coordinating transportation safety activities with various agencies in collaboration with the Cheyenne and Arapaho Tribes’ Transportation Safety Program. The Safety Officer/Police Officer should be familiar with applicable laws, including local and Tribal, that pertain to various transportation safety aspects, including but not limited to impaired driving, seatbelt safety, bicycle safety and pedestrian safety. The incumbent should possess general knowledge, skills and abilities to assist in organizing safety campaigns that deal with impaired driving, seatbelt safety, bicycle safety and pedestrian safety and the proper protocols and procedures for organizing safety checkpoints.

The Safety Officer/Police Officer will be responsible for assisting in development of database criteria with respect to transportation safety needs and collecting data specifically related to safety issues located on Tribal reserve lands and along routes identified as a potential safety corridor. The Safety Officer/Police Officer shall be required to assist in conducting road safety audits (RSAs) and shall be required to provide crash data that pertains to specific safety concerns and/or potential safety corridors. The Safety Officer/Police Officer shall assist the Transportation Safety Coordinator in identifying routes and/or in the assessment of routes in which to implement safety countermeasures and improve safety.

The Safety Officer/Police Officer:
• Responds to calls concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State, local and tribal laws;
• Investigates, apprehends, arrests, and details all persons charged with violations;
• Maintains law and order within the area of assignments by patrolling in a patrol vehicle, investigating suspicious situations, and taking action as appropriate;
• Performs such assignments as working radar on busy highways, participating in night surveillance in high crime areas, and participating in traffic and crowd control activities;
• Makes arrests in cases of crime or misdemeanors personally witnessed;
• Takes persons arrested to appropriate authorities for booking or formal charging;
• Serves Federal, State, local or tribal warrants, subpoenas and other court papers;
• Testifies at hearings and trials as an expert witness in Federal, State, local or tribal courts as required;
• Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, and narratives and statistical reports as required;
• Organizes and leads safety activities such as seat belt safety campaigns, distracted driving campaigns, impaired driving campaigns, defensive driving campaigns, victims impact panels, safe drivers program initiatives, vehicle inspections, and occupational safety awareness campaigns;
• Must possess the ability to speak in public forums to express transportation safety goals and objectives;
• Must be willing to work beyond normal hours to provide transportation safety information and conduct safety activities through community meetings and other events;
• Maintains confidentiality of all records, files, documents, etc. for all aspects of the Tribal Transportation Safety Program where applicable

QUALIFICATIONS:
The Safety Officer/Police Officer position requires an individual able to demonstrate initiative in assuming responsibilities and work cooperatively with Federal, State, local and Tribal professionals.
• Must possess or obtain LE Commission or Certification;
• Must possess a High School Diploma, or GED Certification;
• Must pass a background check and security investigation as required
• Must possess a current Oklahoma State Driver’s License
• Must pass pre-hire drug screen/test.
• Indian Preference

FIREARMS REQUIREMENT:
This position requires that the incumbent meet initial and continuing qualifications in the use of firearms as outlined in the Gun Control Act of 1968, amended by the Lautenberg Amendment of 1996. An applicant whose background includes any of the following will be ineligible for consideration: 1) convicted of a crime punishable by imprisonment exceeding one year; 2) has any outstanding warrants or is a fugitive from justice; 3)
unlawful user of or addicted to any controlled substance; 4) adjudicated as a mental defective or has been committed to a mental institution; 5) illegally or unlawfully in the United States; 6) renounced U.S. citizenship; 7) subject to a court-ordered restraining order from harassing, stalking, or threatening an intimate partner or child; or 8) convicted of a misdemeanor crime or domestic violence.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@c-a-tribes.org  
**Office (405) 422-7498**  
**Fax (405) 422-8222**  
**Toll Free 1 (800) 247-4612 ext. 27498**

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