



Oglala Sioux Tribe
 Human Resource Department
 P.O. Box 439
Pine Ridge, SD 57770
 (605) 867-6014/6015
 (605) 867-1922 Fax



Please Post Please Post Please Post

The following Vacancy Announcements are now open for Application(s) with the OST Human Resource Department. For further information please contact the OST Human Resource Department at (605) 867-6014 or 867-6015. OST Applications can be downloaded at our website at www.oglalalakotanation.info.

CONTINUOUS

17-122	Police Officer	Department of Public Safety	Pine Ridge, So. Dakota
--------	----------------	-----------------------------	------------------------

How to Apply:

SUBMIT A COMPLETE OST APPLICATION FOR EMPLOYMENT TO THE OST HUMAN RESOURCE DEPARTMENT NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. MAIL IN APPLICATIONS POSTMARKED ON THE CLOSING DATE WILL BE ACCEPTED. ATTACH ALL PERTINENT DOCUMENTATION, I.E., COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE, COPY OF OFFICIAL COLLEGE TRANSCRIPTS AND/OR COLLEGE DEGREE, CERTIFICATE OF INDIAN BLOOD IF CLAIMING INDIAN PREFERENCE AND DD214 IF CLAIMING VETERAN'S PREFERENCE. (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)



OGLALA SIOUX TRIBE

Human Resource Department

P.O. Box 439

Pine Ridge, SD 57770

(605) 867-6014/6015

(605) 867-1922 Fax



VACANCY ANNOUNCEMENT #17-122

Position: Police Officers Opening Date: May 25, 2018

Salary: Grade Level 27/0 Closing Date: CONTINUOUS
(\$38,106 per annum)

Program: Public Safety Location: Pine Ridge, So. Dakota
(Pine Ridge Reservation)

General Description of Duties

The Police Officers work involves responsibility for the safety of all residence on the Pine Ridge Indian Reservation. Police Officers shall enforce all laws and regulations related to possession, use, distribution, trafficking and manufacturing of controlled substances, assist with traffic control at accident scenes, celebrations, serve tribal and federal warrants. The Patrol Officer will fulfill any obligations as required by Federal or Tribal Courts. The Patrol Officer will be under the supervision of the Shift Supervisors.

Specific Duties:

1. Shall enforce the Oglala Sioux Tribe Law and Order Code and conduct investigative work on suspected cases of tribal law violations; and to include all traffic codes and regulations that fall under jurisdiction.
2. Shall promptly investigate and report vehicle accidents
3. Shall maintain safe roads, within the exterior boundaries of the reservation and the Tribe's trust land, through traffic checks; and report hazardous conditions contribution to accidents on roads.
4. Shall continue receive training to enhance their capabilities and jobs skills through participation in prescribed mandatory supplemental and in-service training courses.
5. Shall create and maintain positive police-community relationships through activities that are conducted and implemented on a daily basis.
6. Shall carry out patrol duties and ensure protection of life, property, and crime prevention.
7. Shall provide services in various types of emergencies.
8. Shall provide road safety, accident prevention, and traffic control within the exterior boundaries of the reservation and trust lands.
9. Shall ensure that uniforms, when worn, positively identify the wearer as a law enforcement officer.
10. Shall ensure that all officers seniors, peers and subordinates are conducting day to day performances in a professional manner.
11. Shall provide law enforcement services to all residents of and visitors to the Pine Ridge Reservation.
12. Shall work with all Law Enforcement Officers and all Department Supervisors to ensure that all areas of responsibilities are met in a timely manner.
13. Shall meet with all the staff periodically to keep the staff informed and updated on all matters concerning them and the department
14. Shall be able to proofread police reports for accuracy prior to submission.
15. Shall be in full department uniform at all times.

Requirements and Knowledge:

1. Must have the ability to command, ability to meet and deal successfully with the public.
2. Must have keen powers of observation, high moral standards, integrity stability, courage and firmness, good judgment, professional appearance, ability to converse clearly, and the ability to write reports and required pertinent correspondence.
3. Must have the ability to meet with and work with large groups of individuals at monthly meetings in the districts where a public forum will be entertained to allow individuals to voice their concerns on police matters.
4. Must be knowledgeable of the Lakota History, Culture and Philosophies of the Oglala Sioux Tribe.
5. Must have excellent written and oral communications skills necessary to carry out the duties and responsibilities of this position to provide reports and other communication documents in a timely manner.
6. Must comply with the OST Drug Free Policy and submit to random drug testing;
7. Must qualify for and receive a Deputy Special Officer Commission from the Bureau of Indian Affairs.
8. Physically capable of handling job requirements, firearms and vehicle proficiency, working outdoors in inclement weather; must be able to pass Physical Efficiency Battery developed by the Federal Law Enforcement Training Center

Qualifications:

1. High School Diploma/GED
2. U.S. Citizen
3. Must be 21 years old.
4. Must have a valid Driver's License with no serious traffic violations within the past three (3) years.
5. Must be accepted or have completed the Indian Police Academy or the South Dakota State Law Enforcement Academy and classified as a certified law enforcement officer;
6. No misdemeanor convictions in the past one (1) year.
7. No felony convictions or have been convicted of any offense which would prevent the applicant from carrying a firearm or ammunition;
8. No convictions of Domestic Violence.
9. Not have been found guilty of, or entered a plea of nolo contendere or guilty to, and felonious offense, or any of two or more misdemeanors offenses, under Federal, State or Tribal law involving crimes of violence, sexual assault, molestation, exploitation contact, or prostitution; crimes against persons; or offenses committed against children.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.



OGLALA SIOUX TRIBE
HUMAN RESOURCES
P.O. Box 439
Pine Ridge, South Dakota 57770
605.867.6014 • Fax 605.867.1922



APPLICATION NOTICE

Please ensure you...

- ✓ Document Dates. Use dates using the **Month and Year** for each work experience to obtain credit for experience.
 - The OST Human Resource Department utilizes a point system to determine eligibility based on qualifications and experience.
- ✓ Review the Requirements and Qualifications. Ensure you have submitted all required documentation listed under the Requirements and Qualifications section in the job description.
- ✓ Submit on Time. Human Resources will not accept documents submitted after the closing date. If all required documents are not submitted on time, your application will be considered incomplete.

Please know....

- ✓ Drug and Alcohol Tests are Mandatory. All applicants tentatively selected for positions with the Oglala Sioux Tribe are required to submit to urinalysis and alcohol breathalyzer test prior to appointment. Appointment to the position will be contingent upon a negative drug test result. This requirement is in accordance with the Drug Free Workplace Act.
 - Drug and Alcohol Tests must be done within 24 hours – Three (3) business days of Notice of Selection.
- ✓ Background Investigations are Mandatory to determine employment suitability. Preliminary records check will be conducted prior to appointment.
 - Favorable adjudication of a full background investigation is a condition for continued employment- as required for sensitive positions. Unfavorable Adjudication shall be grounds for immediate termination as per Oglala Sioux Tribal Policy and Tribal Ordinance.
 - The Oglala Sioux Tribe requires full disclosure – when signing the application you are certifying your answers are made in good faith and true to the best of your knowledge.
- ✓ Processes will be Followed. A selection letter will not be issued until Human Resources received results from the Drug and Alcohol Tests and preliminary background checks.
- ✓ Resumes must be complete. Include the information asked on the application if you are uncertain what to include in your resume.
 - Be specific about dates of employment
 - Be informative and detailed when describing duties and responsibilities of previous employment.
 - Include Supervisors' and Employers' name and phone numbers as well as your personal and professional references.

Please attach all documents that apply

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma / GED Certificate | <input type="checkbox"/> College Degree |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Valid Driver's License or CDL |
| <input type="checkbox"/> Official College Transcripts | <input type="checkbox"/> Tribal ID (if claiming Indian preference) |
| <input type="checkbox"/> Higher Education / Training Certificates | <input type="checkbox"/> DD214 (if claiming Veterans preference) |
| <input type="checkbox"/> Auto Insurance / Liability | <input type="checkbox"/> Valid CPR & First Aid Certificates |
| <input type="checkbox"/> Valid CDA Certificate (Child Development Associate) | <input type="checkbox"/> Other Documents: |



OGLALA SIOUX TRIBE
 Human Resource Department
 P.O. Box 439
 Pine Ridge, SD 57770
 (605) 867-6014/6015 * (605) 867-1922 Fax



Employment Application

Name: _____ Date: _____ District: _____
(Optional)

Mailing Address: _____ City, State, Zip: _____

Telephone #: _____ Mobile Phone #: _____ MSG #: _____

If required, do you currently have a valid driver's license?.....Yes No

If required, do you currently have a CDL?Yes No If yes, which Class..... A B C

Have you ever been terminated or asked to resign from employment?.....Yes No

If yes, explain: _____

Do you have any immediate family members working for the Oglala Sioux Tribe?.....Yes No

If Yes, please indicate relationship and department. _____

If an offer of employment is made prior to your commencement of employment duties, you will be required to undergo an alcohol and/or drug test, the results of which may effect the offer of employment.

Are you willing to undergo such an examination? Yes No

A background investigation will be required for certain positions deemed sensitive based on federal statues, tribal ordinances, governing policy and/or mandates by funding agencies. In these positions, a contingent offer of employment will be made, if qualified. Continuous employment is contingent upon a favorable screening and/or favorable adjudication of the background investigation.

Are you willing to undergo such an examination? Yes No

Have you ever been convicted of any violations of Tribal, City, County, State or Federal Laws?..... Yes No
(Excluding juvenile adjudication)

(If yes, please explain the date, violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.) _____

(Such convictions may be relevant if job related, but does not necessarily bar you from employment)

Position(s) for which you are applying for	Announcement Number(s)
(1.)	
(2.)	
(3.)	
(4.)	
(5.)	

EMPLOYMENT HISTORY: MUST BE DETAILED AND ACCURATE TO AVOID DISQUALIFICATION

Complete present and past employment, beginning with most recent. Resumes may be submitted as additional information only.

1. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

May we contact the employer? Yes No

2. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

3. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

4. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

5. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

EDUCATIONAL BACKGROUND:

Circle highest grade completed: 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 20

Specify _____

School	Name and Address of School	Graduated		Date Left	Major/Minor Courses Taken	Diploma/Degree
		Yes	No			
High School						
College						
Graduate Work						
Trade Or Business						

QUALIFICATIONS:

Describe any other education, training, apprenticeship, certificates or licenses acquired from employment or other experiences that are relevant to position applied for.

Do you have computer skills? Yes No List Computer programs with which you are familiar: _____

REFERENCES:

List personal references whom are **not** related to you.

NAME AND ADDRESS <i>(Include state & zip code)</i>	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

List any additional information you would like us to consider. _____

VETERANS PREFERENCE:

Have you ever served in the United States Military?.....Yes No

Honorable Discharge?Yes No

If yes, please attach a copy of your DD-214 demonstrating proof of eligibility.

INDIAN PREFERENCE:

Are you an Enrolled Member of a Federally Recognized Tribe?.....Yes No

If yes, please specify the name of your Tribe: _____

(Please attach a copy of your membership for verification purposes.)



OGLALA SIOUX TRIBE
 Human Resource Department
 P.O. Box 439
 Pine Ridge, SD 57770
 (605) 867-6014/6015 * (605) 867-1922 Fax



APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand that the Employer is relying upon all of the representation, both written and oral, which I have made during the entire process of applying for employment with the Oglala Sioux Tribe.

In the event of employment, I understand that if I make any false statements, misrepresentations, or omissions in this application process I may be discharged at any time during my employment and I agree to hold the Employer and person named herein harmless in that event. I understand, also, that I am required to abide by all rules and regulations of the Oglala Sioux Tribe.

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

In connection with this application, I authorize investigation of all statements contained in the Employment Application with Tribal, Federal and State law enforcement agencies, former employers and any other persons or agencies deemed necessary in arriving at an employment decision upon presentation of this waiver, or a photocopy of this waiver, whether in person, by mail, fax, or other method of conveyance.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original of my signature.

Examples of types of information I am requesting that you provide include information you may have concerning my qualifications and suitability and any other significant information related to job performance.

I hereby authorize the Oglala Sioux Tribe and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the Tribe and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. Moreover, I hereby release the Oglala Sioux Tribe and any agent acting on its behalf from any liability by reason of requesting such information from any person.

Full Name (Print)

Social Security #

Signature/Authorization

Date Signed