



United Keetoowah Band

Of Cherokee Indians in Oklahoma
Traditional. Historic. Cultural.
UKB Corporate Board

JOB DESCRIPTION

Position Title: UKB Tribal Police Officer
Department: UKB Tribal Police Department
Reports To: Tribal Police Chief or Designated Supervisor
Employment Status: Full-Time
Salary Range: \$21.00 (Contract ends October 1, 2026)

JOB SUMMARY:

The UKB Tribal Police Officer is responsible for enforcing tribal laws, maintaining public safety, and protecting the rights and property of the tribal community. This role involves responding to emergencies, patrolling tribal lands, investigating crimes, and fostering positive relationships with community members. The officer ensures that all actions are carried out with respect for tribal culture, traditions, and sovereignty.

RESPONSIBILITIES:

- Enforce tribal laws and ordinances to ensure the safety and security of the community.
- Respond promptly to calls for assistance, including emergencies, disturbances, and incidents.
- Conduct patrols of tribal lands by vehicle, foot, or other means to prevent and detect criminal activity.
- Investigate crimes, interview witnesses, collect evidence, and prepare detailed reports.
- Collaborate with other law enforcement agencies, including local, state, and federal authorities, as needed.
- Build and maintain positive relationships with tribal members and leaders.
- Participate in community outreach programs and initiatives to promote safety and awareness.
- Respect and incorporate tribal traditions and customs into interactions with the community.
- Make lawful arrests and ensure the proper handling and custody of suspects.
- Transport individuals to detention facilities and appear in tribal or other courts as required.
- Enforce traffic laws, investigate accidents, and direct traffic during events or emergencies.
- Provide crowd control during public gatherings or tribal ceremonies.
- Attend required training sessions to stay updated on law enforcement techniques and tribal laws.
- Maintain certifications in areas such as CPR, defensive tactics, and firearms proficiency.
- Perform additional tasks as assigned by the Tribal Police Chief or management to support the department's mission.

QUALIFICATIONS:

- High school diploma or equivalent required; an associate or bachelor’s degree in criminal justice or a related field is preferred.
- Certification from a state enforcement academy or the ability to obtain certification upon hire.
- Previous law enforcement or security experience preferred but not required.
- Knowledge of tribal, state, and federal laws and law enforcement practices.
- Strong problem-solving, decision-making, and interpersonal skills.
- Ability to handle stressful situations with composure and professionalism.
- Must meet physical fitness standards and pass a medical and psychological evaluation.
- Ability to perform strenuous activities, including running, lifting, and working in various weather conditions.
- Must possess a valid driver’s license and have a clean driving record.
- Must pass a background check, drug screening, and any other pre-employment requirements.
- Familiarity with tribal culture, traditions, and community values is a plus.

- **WORKING CONDITIONS**

- May involve shift work, including nights, weekends, and holidays.
- Exposure to potentially dangerous situations, requiring vigilance and adherence to safety protocols.
- Regular interaction with community members in a variety of settings.

****UKB and Tribal preference applies.**

****Job description is subject to change without notice.**

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as “employment -at- will.”

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

Employee’s Signature

Date