



## **JOB DESCRIPTION**

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### **JOB TITLE: FISH AND GAME ENFORCEMENT OFFICER**

**SALARY:** DOE

### **JOB SUMMARY:**

Normally, a uniformed officer performing work involving the enforcement of the hunting and fishing regulations and related laws of the Swinomish Tribe Fishing and Hunting Ordinance. The work is performed in accordance with accepted, contemporary, practices and departmental regulations.

This position is under the direction of the Chief of Fish and Game Enforcement, to enforce the fishing and hunting regulations by patrolling the Tribe's Usual and Accustomed Fishing area (Rivers/Marine Waters) and Game Management Units open for hunting. The Enforcement Officer will investigate violations, arrest violators, issue citations, assist other agencies and law enforcement as directed, keep daily records of duty activity, provide case reports, preserve evidence, and serve as witness in court. The Enforcement Officer shall achieve and maintain a prescribed level of proficiency/familiarity in law enforcement systems and operations, equipment and its use, physical fitness/personal appearance, and on/off duty personal conduct in accordance with law, and all applicable tribal and standard operating procedures and policy.

### **EQUIPMENT/JOB LOCATION:**

Work conditions vary by shift and assignment. The majority of tasks are performed outdoors while working from a patrol vehicle/boat or on foot. If assigned to investigate follow-ups, the work may involve outdoor as well as indoor tasks. This position includes rotating shift schedules and may require work on holidays. Exposure to human bodily fluids and other potentially infectious and hazardous materials is possible. Tasks may include heavy lifting, pushing, pulling or carrying heavy loads. Physical flexibility is

important because of the need to enter and exit vehicles frequently, pull crab or shrimp pots, climb over and around obstacles, and suddenly move out of the way of danger. Must have the ability to operate tribal patrol vehicles/boats, specialized investigative equipment and firearms.

### **ESSENTIAL FUNCTIONS:**

Major duties of the Fish and Game Enforcement Officer is to enforce the hunting and fishing law and regulations of the Swinomish Tribe in the tribe's usual and customary fishing and hunting areas. This position shall work closely with the Swinomish Tribe to ensure that hunting/fishing laws and regulations as established by the tribe are enforced.

#### **A. SUPERVISION:**

The Fish and Game Officer will be supervised by the Director of Fisheries Enforcement as his/her immediate supervisor. In the absence of the Director of Fisheries Enforcement direction will be provided by the Chief of Police (*This may change if Director of Public Safety is eventually approved*).

#### **B. SUPERVISION EXERCISED:**

None.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

1. Performs the various duties of a Fish and Game Enforcement Officer, including back-up response.
2. May be appointed to act in the absence of a higher ranking officer.
3. Serves as a link to formal intradepartmental communication, providing accurate and documented communication and maintains open and effective communication for the purpose of coordinating efforts with all others.
4. Enforce tribal laws, ordinances and regulations.
5. Conduct regular boat and vehicle preventative patrols within the tribes fishing and hunting areas.
6. Investigate violations, arrest violators and issue citations.
7. Apprehend and deliver suspected violators of the law to the appropriate law enforcement agency, subject to the limitations of tribal policy, and tribal and federal law.
8. Where possible, in accordance with policy and as directed, perform public relations functions to increase public awareness and to further deter or prevent crime.
9. Protect treaty rights and fisheries resources by becoming familiar with the Swinomish tribe's laws, regulations and policies that govern the tribe's treaty

- harvest of shell and fin-fish with particular emphasis on marine and intertidal species.
10. Conduct boat, foot and vehicular preventative and compliance patrols within the Swinomish tribe's usual and accustomed areas.
  11. Investigate fishing and hunting violations, issue warnings and or citations or arrest violators.
  12. Write clear and concise case reports, preserve evidence and prepare cases.
  13. Serve as a witness in court.
  14. Operate safely and maintain all equipment pertinent to hunting and fishing enforcement including, but not limited to vehicles, radios, firearms, optical equipment, photography equipment, computers, boats, etc.
  15. Keep daily records and provide monthly reports of on-duty activities.
  16. Cooperate with and assist other emergency and law enforcement agencies as directed in accordance with Swinomish tribe's policies.
  17. Achieve and maintain a prescribed level of familiarity/proficiency with applicable tribal laws, police systems, police operations, police communications, department policy, police equipment and its use.
  18. Maintain a prescribed level of physical fitness, on duty personal appearance, on and off duty personal conduct in accordance with the Swinomish Tribe and department policy.
  19. Perform other duties as assigned.

**QUALIFICATIONS:**

1. U.S. Citizen
2. Twenty-one (21) years of age or older
3. Minimum high school diploma or GED
4. Valid Washington State Driver's License
5. Native American Preferred
6. Successfully complete Basic Academy Training/ or Reserve Academy
7. Must be able to pass background check to include polygraph
8. Insurable in all phases of employment
9. Ability to perform all essential job functions of a fish and game enforcement officer.
10. Pass physical examination, ability to comply with the drug free requirements for enforcement officers and release of medical records.

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

### **APPLICATION INSTRUCTIONS**

- Request an Swinomish Tribal Community application by calling (360) 466-1216 or e-mail to [aidwards@swinomish.nsn.us](mailto:aidwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **Do not write “see resume” on the application.**
- Return cover letter, resume, and application to the Human Resource office.

**Swinomish Tribal Community  
Personnel Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.