

Houlton Band of Maliseet Indians Job Description

Tribal Police Patrol Officer

Approved by Council: 08/05/2026

STATUS: Fulltime

SALARY: \$27.40-29.81

SUPERVISED BY: Chief of Police

Role: The Houlton Band of Maliseet Indians Police Department is looking for an individual to serve as a patrol officer. They will be responsible for maintaining law and order within tribal jurisdiction; protecting community members; enforcing tribal, federal, and applicable state laws; and preserving the sovereignty and cultural values of the tribe. This role requires a strong commitment to community-oriented policing, cultural sensitivity, and public safety.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Patrol assigned areas and assist the public, while working toward public compliance of Tribal, State and Federal laws and ordinances, with a community-oriented approach.
- Responds to calls from the dispatch center, citizens, and other tribal departments of emergency and non-emergency job related matters.
- Issue warnings, citations, affect arrests, gather evidence, and keep accurate notes to assist in the enforcement and prosecution of offenders.
- Investigate complaints, inform supervisors of the need for additional resources.
- Write detailed and accurate reports and submit to supervisor within required time.
- Respond to and investigate motor vehicle accidents, to determine cause.
- Render aid at accident scenes, prevent further injuries or damage and secure the scene for processing.
- Report to and testify in all case related Tribal, State and Federal Court trials and other administrative hearings related to your duties.
- Perform any special detail, community function, public event or other assigned activity.
- Periodically inform the communication Center of your location.
- Complete all required daily and monthly statistical reports within required time
- All other details or duties assigned by a supervisor.
- Adhere to all Houlton Band of Maliseet Indians Standard Operating Procedures and Tribal Personnel Policies.

- Interacts harmoniously and effectively with others, focusing upon the attainment of Houlton Band of Maliseet Indians goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other duties as assigned as required.
- Physical Demands/ Conditions/ Requirements: Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 50 pounds.

QUALIFICATIONS

REQUIRED

- Must be at least 21 years old
- High School Graduate
- Valid driver's license with a clean driving record
- No disqualifying criminal history
- High ethical standards, integrity, and professionalism
- Maine Criminal Justice Academy Pre-Service Training Certificate or any state or federal law enforcement training certificate that meets the waiver policy of the Maine Criminal Justice Academy and the U.S. Department of the Interior's Indian Police Academy.
- Must be able to attend and complete the U.S. Indian Police Academy or Maine Criminal Justice Academy within 1 year of hire date.
- Must pass a physical agility test (MCJA or IPA standards), oral board, background investigation, psychological, polygraph and medical examinations, drug screening, and motor vehicle records report.
- Proficiency in the following skills:
 - Active listening and social perceptiveness
 - Effective communication
 - Critical thinking and decision-making
 - Reading comprehension
 - Complex problem solving
 - Time management

Preferred

- Associate's or Bachelor's degree in Criminal Justice

- Completion of a police academy, state or federal law Academy, that meets the waiver policy of the Maine Criminal Justice Academy and the Department of the Interior Indian Police Academy
- Prior experience working with tribal governments, Native American communities, or in rural law enforcement
- Demonstrated understanding of tribal culture, traditions, and values
- Experience in community engagement, outreach, and public service

WORKING CONDITIONS

- Shift work including nights, weekends, and holidays
- Exposure to hazardous, high-risk, and high-stress situations
- Work performed in both indoors and outdoors, including in varying, and sometimes adverse, weather conditions

COMPENSATION & BENEFITS

- Overtime
- Health, dental, and vision insurance (individual and family plans available)
- Retirement plan

RESPONSIBILITY FOR HEALTH AND SAFETY

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

PHYSICAL REQUIREMENTS

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	F	O (Occasionally) up to 2 hrs/ day
Driving	F	Talking	F	F (Frequently) 2-6 hrs/ day
Handling	F	Walking	O	C (Constantly) over 6 hrs/ day
Hearing	F	Lift/Carry 50 lbs or less	O	
Keyboarding		F Push/Pull 50 lbs or less	O	
Kneeling	O			
Reaching	F			

Applications are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until a suitable candidate is found.

TO APPLY:

Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road

Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.