

# The SHOSHONE-BANNOCK TRIBES



## FORT HALL INDIAN RESERVATION

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## HUMAN RESOURCES DEPARTMENT

P.O. BOX 306  
FORT HALL, IDAHO 83203

### POSITION DESCRIPTION

**TITLE:** CITIZEN REVIEW BOARD

**DEPARTMENT:** LAW & ORDER

**SALARY:** EACH MEMBER OF THE BOARD SHALL BE COMPENSATED AS AUTHORIZED BY THE COUNCIL BY RESOLUTION FOR TIME AND EXPENSES INCURRED IN THE DIRECT IMPLEMENTATION OF THE BOARD'S RESPONSIBILITIES.

**OPENS:** JULY 10, 2017

**CLOSES:** JULY 21, 2017

**CAREER STATUS:** TWO YEAR APPOINTMENT

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Attach ALL supporting documents, including: Tribal enrollment, Honorable Discharge (DD214), Educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualification. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

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### GENERAL STATEMENT

It is hereby declared to be the policy of the Tribe that it is paramount to the maintenance of public safety and public confidence in law enforcement that allegations of misconduct be thoroughly investigated and evaluated by an independent board which shall reflect to the greatest extent possible the Fort Hall community's diversity.

It is equally important that falsely accused Officers be evaluated by a credible, independent investigative board as it is that those properly accused be investigated by a credible, independent, investigative board.

**CITIZEN REVIEW BOARD**

## **SUPERVISION**

Fort Hall Business Council.

## **DUTIES AND RESPONSIBILITIES**

The Citizen Review Board shall strive to prevent future incidents of Misconduct and abuses of civil rights, and strive to promote public confidence in law enforcement through its capacity to investigate, hold public hearings regarding and evaluate allegations of Misconduct and its capacity to hold hearings regarding and make recommendations concerning patters of Misconduct if such are found.

At its first meeting, the Board shall elect a chair and vice-chair. New elections for officers shall be held every two (2) years after the election of the Board's initial officers, and at such other times as the Board may determine its rules.

All Board members shall be required to receive training sufficient to become familiar with department policies, procedures and training. Board members shall be trained on and comply with applicable tribal policies and procedures. Board members shall also receive training in citizen rights with regards to the Officers, including, civil, constitutional and human rights, as well as information regarding the history and operation of other Citizen Review Boards. Such training shall be provided in a timely fashion by qualified experts in each area.

The Board shall provide advice and recommendations to the Council, the tribal Executive Director and the appropriate supervisor on policies and actions of the Department with the purpose of improving the ability of department personnel to carry out their duties, and to improve the relationship between department and the community.

The Board shall have the authority to receive all complaints alleging Misconduct and shall have full discretion to select appropriate individual incidents to investigate and broader issues to study regarding community and law enforcement relations. The Board shall, to the extent possible, minimize duplication of effort between the Board and any other existing agencies, tribal offices or tribal departments which have jurisdiction over the same matter. However, the Board may carry on investigatory and other proceedings on a matter being examined at the same time by the Department, the BIA Division of Professional Standards or the Federal Bureau of Investigation.

The Board shall meet regularly to receive, review, evaluate and make recommendations concerning individual citizen allegations of Misconduct.

The Board shall have the responsibility of informing the public about the Board and its duties regarding the Ordinance.

The Board shall direct and supervise its operations with regard to receiving, investigating, and disposing all of citizens' complaints against an Officer in accordance with this Ordinance, the Citizen Review Board Rules and Operating Procedures and the best available investigatory practices.

The Board shall prepare an annual report for Council, summarizing the activities and recommendations of the Board, including the tracking and identification of trends in respect to all complaints received and investigated during the reporting period.

Projects a professional attitude and appearance.

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from appointment by the Fort Hall Business Council.

Conducts self with professional mannerism that will bring credit to the Tribal government.

Responsible for practicing safe work habits in the performance of the job.

Duties and responsibilities will include other activities and areas as needed to carry out position functions as assigned by the Council.

### **QUALIFICATIONS**

No member of the Board shall be employed by the Tribe of any of its tribal entities;

No member of the Board shall hold any other public office while serving on the Board;

No more than two (2) persons may be experienced as Law Enforcement Professionals;

No Board member shall be a sworn, currently employed, Law Enforcement Professional;

Must reside on the Fort Hall Reservation.

Must possess good moral character;

Must not have ever been convicted of any felony in any jurisdiction;

Must not have ever been convicted of any misdemeanor involving dishonesty in any jurisdiction;

Must be fair minded and committed to the efficient and effective operation of the Board and its purposes;

At least one (1) member must be a non-Indian.

Appointments will be contingent upon the results of a Criminal Background check.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Excellent verbal and written communication skills.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

## **IMPORTANT APPLICATION CRITERIA**

**Instructions:** You must turn in all supporting documents to be eligible for the position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. **HOWEVER, THE APPLICANT MUST FOLLOW UP WITH AN OFFICIAL TRIBAL APPLICATION.**

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they are applying for consideration of the position.

The letter should address how the applicant meets each qualification for the advertised position. Supporting documentation must also be submitted.

Veterans who have met the minimum qualifications and who provide documentations of an Honorable Discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card, Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) from their enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed in the position.

Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribes. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

A **completed** tribal Employment application must be submitted to:  
The Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203.

**Applications are accepted until 5 p.m. on the closing date.**