

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



## HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

### POSITION DESCRIPTION

**TITLE:** Training Coordinator/Field Training Officer (FTO)  
**DEPARTMENT:** Corrections  
**SALARY:** Negotiable  
**OPENS:** November 7, 2022  
**CLOSES:** November 18, 2022  
**CAREER STATUS:** Non-exempt – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

---

**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

---

### GENERAL STATEMENT

The Training Coordinator/Field Training Officer (FTO) is a commissioned law enforcement position responsible for the training coordination of officers currently employed with the Shoshone-Bannock Tribal Correctional Facility. Along with duties as the Training Coordinator, the FTO will maintain the same Correctional Officer standards when it comes to care and custody of all inmates in the Shoshone Bannock Tribal Correctional Facility. As the Training Coordinator, the applicant will enforce the Tribes Law & Order Code, Tribal and Federal laws, as they apply to the positions' scope of authority, within the jurisdiction of the Fort Hall Indian Reservation of the Shoshone Bannock Tribes.

### SUPERVISION

The Training Coordinator/FTO is under the direct supervision and evaluated by the Corrections Captain(s) and may receive general direction of the Correction Specialist (Chief).

### DUTIES AND RESPONSIBILITIES

The Officer assigned as Training Coordinator/FTO is responsible to coordinate, train new and returning employees.

The Officer assigned as Training Coordinator/FTO will keep track of the employee's training hours to verify that each Correctional Officer has the required forty hours of training every year to maintain certification.

**Training Coordinator/Field Training Officer (FTO)**

The Training Coordinator will also obtain and maintain copies of certificates issued of all training received for each facility employee.

The Officer assigned as the Training Coordinator/FTO will identify special needs for in-service training or individual employee training and will make every effort to obtain the proper training in a timely manner.

The Officer assigned as the Training Coordinator/FTO will also log any in-service training coordinated by shift sergeants and given/received during shift hours.

**Along with all of the above duties, the Training Coordinator/FTO shall also follow the Standard Job Description of the Corrections Officer, as follows:**

Ensure the safety and security of all Law & Order personnel, arrestees', inmates, and visitors entering the corrections facility.

**ALL STAFF 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 employment.

Operates the tribal corrections facility in accordance with the policies, procedures, rules and regulations established by the Corrections Department, the BIAM PL93-638 Contract as well as PREA (Prison Rape Elimination Act) Compliance.

Maintain a high degree of personal ethical standards and law-abiding conduct in accordance with the Code of Conduct, on and off duty.

Reports to duty in a professional manner by maintaining work punctuality and attendance, including mandatory training/meeting sessions.

Maintains a positive and productive working relationship with co-workers, all tribal department employees, general public, private organizations, governmental and public agencies.

Know, understand and follow the Shoshone Bannock Tribes Privacy Act.

Must have, or the ability to obtain, Basic First Aid and CPR certification within one (1) year of hire.

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

Properly complete intake and releases in accordance with the departmental policy and procedures. Which includes but is not limited to searches, escorts, fingerprinting and photography.

Process records and documents for intake and releases of prisoners, including criminal records, records of bail and fees, and filing. Reviews and inspects all court and personnel reports and documents pertaining to detention matters.

**Training Coordinator/Field Training Officer (FTO)**

Proper use of applying inmate restraints (leg shackles, handcuffs, hard restraints, soft restraints, etc.), in accordance with department policy and procedures and the BIAM PL93-638 contract.

Operate emergency equipment, telephones, radios, personal body cameras, facility cameras, computers and software and ensures maintenance and cleanliness of detention facilities, hardware, department issued equipment, chemical compound storage.

Operate department vehicles which includes all ATV/UTV's safely and legally.

Conduct security checks, count of inmates, facility searches for contraband and weapons.

All Officers are required to be "on-call" and available 24 hours, 7 days a week as the corrections department is a 24-7 facility, Officers must also have a working telephone at home (or cell phone) and must return department calls within a reasonable/timely manner.

At times may be required to work a rotating shift of days and nights (weekdays and weekends).

Assist with inventory of supplies, equipment for facility, officers and inmates.

Must be able to adapt quickly to change(s) and multi task.

Projects a professional attitude, appearance and hygiene in accordance with department and BIAM PL93-638 contract requirements.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

As a condition of employment officers are required to maintain special employment standards for law enforcement including but not limited to:

- Maintain physical and mental fitness in accordance with BIA contracting standards.
- Successful attendance and completion of all required BIA and Tribal training programs.
- Permanent employment status will be contingent upon the results of Criminal Background checks and favorable adjudication in accordance to the Tribes Policies and the BIAM PL93-638 contract. As well as successful completion of the probationary period.

### **QUALIFICATIONS**

Must be twenty-one (21) years of age or older.

Must provide a high school diploma or GED.

**The applicant must be Certified and have a minimum of 5 years experience:** Applicant must have 5 (five) years prior experience, possess a Basic Corrections Training Certificate from the Federal Law Enforcement Training Center (FLETC) and past employment must demonstrate a good employment record.

Must provide and maintain a valid Idaho Drivers' License.

## **Training Coordinator/Field Training Officer (FTO)**

Must have a consistent and stable positive work history.

Must not have been found guilty of or entered a plea of nolo contendere or guilty to any felonious offense, or be under investigation, indictment or convicted of a crime involving drugs, domestic violence, child abuse or firearm violations.

Must not have and misdemeanors or be on trial for any criminal offense, tribal or state within the last five (5) years and must be able to pass criminal background checks to demonstrate applicants eligibility and suitability in compliance with Tribal, state and federal laws.

Must pass written exams demonstrating ability of writing skills, reading, math and vocabulary.

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

### **IMPORTANT APPLICATION CRITERIA**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [sbtribes.com](http://sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

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

### **Training Coordinator/Field Training Officer (FTO)**