



Homeland
Security

**The Federal Law Enforcement Training Center's
Rural Policing Institute
is offering a fellowship opportunity for a
Tribal Law Enforcement Professional**

Position Title: Tribal Law Enforcement Liaison

Who may apply: Career tribal, state, local, or campus law enforcement professionals who possess a broad base of law enforcement experience. Preference will be given to those applicants who have experience enforcing, investigating or prosecuting tribal laws and working with a variety of law enforcement agencies from all levels of government. The applicant must possess experience in training development and delivery, as well as excellent oral and written communication skills. Additionally, the applicant must have experience with the Native American community, as well as familiarity with the needs and cultural aspects of tribal nations.

Employees serving under time-limited, temporary, or term appointments may not apply.

Duties: The individual will be assigned to the FLETC's Rural Policing Institute in Glynco (Brunswick), Georgia. Primary duties include working as a liaison between the FLETC and tribal agencies in areas including (but not limited to) training needs assessments, research, training development, and training delivery. Medium to heavy travel may be required for this position.

Length: The Fellowship will expire on September 30, 2010; however, it may be extended up to three years based on mutual agreement of both agencies.

Application Process:

- Application must consist of:
 - Letter of recommendation and commitment from the applicant's agency head (applications without this referral will not be considered).
 - Detailed resume (sample included on page 3).
 - A narrative statement by the applicant detailing his/her level of law enforcement experience, specifically as it relates to tribal agencies and serving members of Native American communities/tribal nations.

- A narrative statement by the applicant indicating their experience in developing and delivering training programs, specifically focusing on Native American/tribal law enforcement issues.
- A statement from the applicant committing to the assignment through September 30, 2010.
- Application must be postmarked by January 30, 2010.
- Submit applications to: Federal Law Enforcement Training Center, ATTN: OSL-Margaret Sullivan, 1131 Chapel Crossing Road, Building 2200, Glynco, GA 31524.

Pertinent Information:

- Medium to heavy travel is required with this position.
- A formal agreement is required between the FLETC and the applicant's assigned agency.
- The FLETC will reimburse travel, lodging, and per diem expenses associated with this Fellowship.
- The FLETC may reimburse the Fellow's home agency for the incumbent's salary and benefits.
- Description of duties is included on page 4.

Additional Information:

Email margaret.sullivan@dhs.gov, place "Tribal Fellowship" in the subject line.

Resume Template

Name (Last, First MI):

Rank / Position Title:

Agency:

Mailing Address:

Contact Phone(s):

Email:

Work Experience (Include position title; start and end dates (MM/DD/YYYY); grade/rank; salary; employer's name and address; supervisor's name and phone number; description of major duties and accomplishments.)

Education (Provide highest level of education. If degree completed (AA, BA, MA, Ph.D), list major field of study, name of school, year degree awarded.)

Specialized Training (Training courses you have completed and consider relevant to your career goals and/or this position. Indicate dates and length of training.)

Other Qualifications

Job-related skills (other languages, computer software/hardware, tools, machinery, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards. Include knowledge of computer software.

Refer to Fellowship announcement for specific areas to include in resume

Tribal Law Enforcement Liaison

Description of Duties

I. INTRODUCTION

This position is located in the Rural Policing Institute (RPI) at the Federal Law Enforcement Training Center (FLETC). The Tribal Law Enforcement Liaison Fellow is responsible for assistance in conducting training needs assessments, development and delivery of training programs to law enforcement officers, evaluations of the effectiveness of training and documentation of such training efforts within the scope of the mission of the Department of Homeland Security (DHS), the FLETC, and the RPI, with a specific emphasis on Indian Country and Tribal Law Enforcement Agencies.

II. MAJOR DUTIES & RESPONSIBILITIES

The Fellow has the following duties and responsibilities:

- Reports to the RPI Chief and is responsible for completing duties and tasks with little or no direct supervision. Performance is evaluated by the results of the Fellow's planning, coordination or tasks, organizational skills, demonstration of effective communication orally and in writing and efficient use of resources. Advises the RPI Chief in matters regarding the formulation and execution of policies and activities as they affect the training of tribal law enforcement officers participating in Homeland Security initiatives ensuring that the same are consistent with DHS, Department of Justice and FLETC policies, goals and objectives both within and beyond the parameters of the program areas managed.
- Establishes and maintains direct relationships with high ranking officials of federal, state, local and tribal as well as professional organizations at national and state levels.
- Corresponds directly with tribal officials to determine the training requirements of their law enforcement personnel, as well as discussing enforcement areas which need fresh innovative approaches for combating problems.
- In concert with RPI staff, the incumbent participates in the delivery of training programs, primarily to Indian Country, and in the coordination of logistical requirements of export programs.
- Participates in the planning and delivery of course materials in the broad areas of Homeland Security as related to the FLETC's increasing demand for such studies and instruction. Serves as coordinator and faculty advisor for assigned program deliveries. May serve as a classroom instructor as needed.

- Initiates and prepares the long and short-range training plans and participates in program planning reflecting such plans. The Fellow advises the RPI Chief on the educational aspects of the training plans.
- Participates in long-range strategic planning for the RPI by offering input based on experience as a tribal law enforcement official.
- Provides technical expertise and guidance affecting the development and administration of the programs which include: (a) curricula evaluation; (b) instructional methods and techniques; (c) adequacy and utilization of training aids, devices and facilities; (d) and cultural considerations regarding training in Indian Country. Confers and coordinates with other FLETC staff members and assists on-site representatives concerning the research, planning and development of curriculum materials and the delivery of training programs.
- Assures that the training programs are designed and presented to meet the needs of the target audience, by being culturally sensitive and relevant. Reviews each course developed prior to inclusion in the total program curriculum and assures that courses are conducted within the parameters of sound professional methodologies. Coordinates the activities and performance of instructor teams composed of FLETC guest lecturers and staff. Coordination includes scheduling of activities and instructor assignments.
- Provides resource expertise. The Fellow determines the need for research, coordinates with subject matter experts, and carries out research and evaluation studies in Homeland Security. Analyzes research information and makes recommendations to include into related course curricula.
- Presents conclusions and recommendations based on analysis and evaluation of training activities to management officials for their use in insuring efficiency and balance in the development and execution of training programs. Prepares other formal written and/or oral proposals and reports to appropriate levels of management.