



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Chief of Police  
**LOCATION:** Lac du Flambeau Tribal Police Department  
**POST DATE:** December 12, 2017  
**CLOSING DATE:** Open until Filled

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**General Description:** The Chief of Police position is responsible for the direction of all operations of the Lac du Flambeau Tribal Police Department and plans, organizes, coordinates and directs the Tribe's comprehensive police services and law enforcement program, including patrol, traffic enforcement, criminal investigation, surveillance and administrative support services.

**Qualifications:** Must be a mature adult of at least 18 yrs. of age. High School Diploma or equivalent is required, with a minimum of 60 semester units of college completed. Bachelor's degree in Law enforcement preferred. Must be certified as a State of Wisconsin Law Enforcement Officer, or able to become certified within a year of hire date. Must possess a valid driver's license and liability insurance.

**Salary:** \$34.00 per hour/

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

**Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.**

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Exempt Position Description**

**A. TITLE OF POSITION:** Chief of Police

**B. DEPARTMENT:** Lac du Flambeau Tribal Police Department

**C. SUPERVISOR'S TITLE:** Reports to Tribal Council, Tribal Administrator and Police Commission

**D. DESCRIPTION OF DUTIES:** The Chief of Police position is responsible for the direction of all operations of the Lac du Flambeau Tribal Police Department and plans, organizes, coordinates and directs the Tribe's comprehensive police services and law enforcement program, including patrol, traffic enforcement, criminal investigation, surveillance and administrative support services. The Chief of Police directly monitors and supervises all departmental personnel, including police officers, office staff, and the Tribal Surveillance Department, and has primary responsibility for the performance evaluation, training, and discipline of all staff, pursuant to applicable Tribal and Tribal Police Department policies and procedures, to ensure that work performance meets the standards established by the Lac du Flambeau Tribal Government, the State of Wisconsin and the Bureau of Indian Affairs. The Chief of Police sets department goals and priorities, and, along with subordinates, is responsible for a wide range of tasks associated with police service, including, but not limited to

- The enforcement of laws and ordinances.
- The investigation of crimes and other incidents of public concern.
- The protection of life, property, civil rights, and public order and other services which contribute to the individual and collective safety and welfare of citizens.

**MINIMUM QUALIFICATIONS:**

1. Must be a mature adult, at least 18 years of age, and a United States citizen.
2. Must be certified as a State of Wisconsin Law Enforcement Officer by the Wisconsin Department of Justice Training and Standards Bureau or able to become certified as a State of Wisconsin Law Enforcement Officer within one year of hire date.
3. Must have earned a high school diploma or GED and completed at least 60 semester units of college at time of application.
4. Must possess a valid Wisconsin Driver's License and automobile liability insurance at time of hire.

5. Must be of good moral character and have a good reputation and background which will withstand pre-appointment investigation, and must pass a detailed background investigation prior to hire.
6. Must have no addiction to drugs or history of abuse of drugs or alcoholic beverages, and must pass a drug test prior to hire and comply with Tribal and Department substance abuse policies during tenure.
7. Must be in excellent physical condition and must pass a medical examination prior to hire.
8. Must have at least five (5) years of experience as a law enforcement officer.
9. Must have at least three (3) years' experience working in a supervisory/managerial position.
10. Must have at least three (3) years' experience in fiscal management and administration.
11. Must be able to maintain confidentiality relative to all Law Enforcement matters and sign a Confidentiality Agreement upon hire.
12. Must not have been convicted of any state or federal felony crime, or any domestic abuse crime.
13. Must, upon hire, reside and maintain residency on or within 30 miles of the Lac du Flambeau Reservation.
14. Must have ability to attain, within one (1) year of hire, certification in operation of radar and Intoximeter equipment, in accordance with prescribed standards of Wisconsin Department of Justice, Bureau of Training and Standards.
15. Must have a working knowledge of principles and practices of law enforcement.
16. Must have skill in handling firearms and other weapons.
17. Must have the ability to operate a patrol vehicle safely, at high speeds.
18. Must have the ability to control personal emotions and reactions.
19. Must have the ability to communicate information accurately and effectively, both verbally and in writing.

20. Must have the ability to interact harmoniously and effectively with Tribal administration, department heads, subordinates, peers, other law enforcement agencies and the general public.
21. Must have integrity and the ability to exercise good judgment and tact.
22. Must have excellent ability to plan, organize and schedule priorities efficiently and effectively.
23. Must have excellent leadership and management skills.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Make every reasonable effort to maintain law and order, preserve the peace, protect persons and property, and enforce ordinances and laws of the Tribe, the State of Wisconsin, and the United States.
2. Establish, implement, oversee, and modify as necessary, Police Department and Surveillance Department goals, long-range plans, and objectives, based upon the needs of the Tribe, the community, the Police and Surveillance Departments, and other relevant factors, including federal and state mandates.
3. Organize, direct, maintain and control all equipment and resources of the Police Department and Surveillance Department, including conducting regular inspections of Department facilities, personnel and equipment.
4. Develop and present the annual Police Department and Surveillance Department budget; administer the approved budget in accordance with established Tribal policies and procedures; and maintain equipment and personnel at a level of consistent with budget allocations.
5. Seek budgetary supplements and Department financial assistance through grant exploration and applications at the federal, state, and local levels and administer grants and grant funds in a fiscally responsible manner.
6. Attend a minimum of one (1) meeting of the Tribal Police Commission per month, provided the Police Commission meets, and report on general Police Department activities, the Police Department budget, citizen complaints, and other matters and issues relevant to the Police Department and within the scope of authority of the Police Commission.
7. Assist the Police Commission and/or Tribal Personnel Department in hiring personnel as necessary, in accordance with applicable Tribal and Police Department policies and Police Commission By-Laws.
8. Assign work schedules to staff, including coverage for or by outside agencies when necessary and appropriate.
9. Plan and direct relevant training programs for personnel and ensure that all necessary personnel certifications are maintained in accordance with applicable Wisconsin Training and Standards guidelines and procedures and Tribal, state and federal guidelines; ensure that personnel maintain proficiency and applicable credentialing with regard to blood alcohol measuring devices, radar, and firearms; and ensure that personnel are properly updated with regard to relevant statutory and case law changes.

10. Establish and maintain necessary and appropriate records of activities; timely prepare and submit Uniform Crime Report data and other required statistical information; and compile statistical data for the annual Tribal Report.
11. Evaluate personnel annually or more frequently as appropriate.
12. Take disciplinary actions as may be necessary and appropriate with regard to law enforcement officers and other personnel under the supervision of the Chief of Police, subject to the due process provisions of the Police Commission By-Laws, applicable Tribal and Police Department policies, and state and federal laws.
13. Develop, implement, maintain, administer and revise as necessary, Standard Operating Procedures, and maintain and administer internal personnel policies and the personnel policies of the Tribe.
14. Ensure that any complaints against the Police or Surveillance Departments or personnel are handled effectively and in a timely manner.
15. Reasonably assist and cooperate and collaborate with law enforcement officials from other jurisdictions in criminal investigations, apprehension and detention of suspects and wanted persons, performing death notifications, conducting welfare checks, and the like.
16. Assist the Vilas County Coroner when appropriate.
17. As necessary, take charge at scenes of emergencies, serious crimes and accidents and determine appropriate courses of action to maintain the peace and protect citizens, law enforcement personnel, property, and Tribal assets.
18. Perform all regular full-time patrol officer duties as necessary, including patrol; traffic control; investigating traffic accidents and criminal offenses; issuing citations and warnings; responding to calls for service; serving subpoenas; making physical custody arrests with and without a warrant; participating in high-risk stops and warrant services; apprehending fleeing suspects on foot or in a motor vehicle; controlling violent or resisting subjects; transporting prisoners; taking juveniles, intoxicated, or mentally ill persons into protective custody; writing investigative reports; responding to citizen inquiries; conducting welfare checks; making applications for search warrants; processing crime scenes as appropriate, searching for and collecting physical evidence; interviewing suspects, witnesses, and victims; and performing various life-saving tasks.
19. Testify in Tribal, State and Federal Court as necessary and assist Tribal, State and Federal prosecutors with case preparation, as reasonably requested.
20. Actively participate in professional law enforcement associations and organizations; act as liaison

between the Tribe and other law enforcement agencies; and attend and participate in meetings involving or relating to the Police Department.

21. Serve as primary representative of the Police Department with respect to civic organizations, public interest groups, elected representatives, schools, etc., when attending meetings or events related to law enforcement, community policing, public safety issues, and the like.
22. Recommend policy positions for adoption by the Tribe regarding state and federal legislation relative to law enforcement.
23. As appropriate, participate in public education programs, task forces and work groups related to drug-endangered children, AODA issues, domestic abuse, and other areas of community concern.
24. Perform other duties, activities, and functions as required or assigned.
25. Ensure BIA funding via compliance with BIA 638 Contract.



## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The mental and physical demands upon a Chief of Police include decision-making stress when exercising authority or rendering services in emergency situations. Because the Chief of Police is expected and required to perform regular law enforcement patrol and investigation duties from time to time, he or she is required to perform tasks that involve walking, running, standing, crouching, lifting and swimming. The Chief of Police may be required to use strength and physical agility in the pursuit of and in the taking and maintaining custody of an offender, suspect, or deranged, intoxicated or violent individual, in assisting ill or injured persons, and in other tasks normally associated with public safety and law enforcement duties.

The work demands of the Chief of Police may expose him or her to many types of weather conditions, including extreme cold, heat, sleet, rain, fog, snow, etc. The Chief of Police is subject to emergency call outs and occasional extended, lengthy tours of duty. The Chief of Police must be able to operate a patrol vehicle for extended periods of time and under severe and/or dangerous circumstances. The Chief of Police must be able to withstand exposure to heinous crime or accident scenes.

In addition to the foregoing, to successfully perform necessary job functions, the Chief of Police must also possess the following physical and mental abilities:

1. Ability to maintain calm, and to act effectively, with initiative and good judgment, in compliance with Department rules, regulations, and policies, State Statutes, and local ordinances, in routine situations, emergencies, and in stressful and/or dangerous situations.
2. Ability to operate a variety of office equipment, including computer, calculator, photocopier, fax machine, telephone, etc.
3. Ability to ambulate between offices, court and other facilities.
4. Ability to escort, secure and subdue suspects.
5. Ability to responsibly and independently apply situational reasoning by exercising judgment, decisiveness and creativity in emergency situations.
6. Ability to exert physical effort in work involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

**F. EDUCATION:** High School Diploma or equivalent is required, with a minimum of 60 semester units of college completed. Bachelor's degree in Law enforcement preferred. Must be certified as a State of Wisconsin Law Enforcement Officer, or able to become certified within a year of hire date.

**G. EXPERIENCE:** At least ten (10) years of experience as a law enforcement officer preferred.

**H. SKILLS:**

1. Skill in making apprehensions and arrests.
2. Working knowledge of first aid techniques.
3. Working knowledge of court proceedings.
4. Working knowledge of proper investigative practices.
5. Working knowledge of arrest laws and procedures.
6. Working knowledge of safe and efficient stop and frisk and search and seizure procedures.
7. Proficiency in use of computers and various programs and software.
8. Excellent record-keeping skills.
9. Working knowledge of Lac du Flambeau Tribal governmental structure and Tribal Departments.
10. Working knowledge of Vilas County and State of Wisconsin governmental structures.
11. Working knowledge of the criminal statutes and applicable case law of the State of Wisconsin and the law enforcement ordinances of the Lac du Flambeau Tribe.

**I. WORKING ENVIRONMENT:**

1. **Work Conditions:** many types of work conditions including, weather conditions, including extreme cold, heat, sleet, rain, fog, snow, etc.

2. **Exposure to Hazards:** possible exposure to stressful and or dangerous situations
3. **Physical Requirements:** Ability to exert physical effort in work involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

**J. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Police Chief to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude of behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**K. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**L. SIGNATURE:**

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**Tribal Administrator**

**Date**