



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Police Officer**
SUPERVISOR: **Chief of Police**
POST DATE: **January 20, 2017**
CLOSING DATE: **Open until Filled**

General Description: The primary responsibility of this position is to enforce all ordinances and codes adopted by the Tribe that provide for criminal and civil regulatory enforcement through the Tribal Court.

Qualifications: High School diploma or equivalent required. Completion of the Wisconsin State Academy is preferred or must be able to complete 60 college credit hours or gain an Associate degree in Criminal Justice within 5 years of date of hire.

Salary: \$18.00 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 requested via phone or email and 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

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
Nonexempt Position Description**

A. TITLE OF POSITION: Police Officer

B. DEPARTMENT: Lac du Flambeau Tribal Police Department

C. SUPERVISOR'S TITLE: Chief of Police

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to enforce all ordinances and codes adopted by the Tribe that provide for criminal and civil regulatory enforcement through the Tribal Court. Specific responsibilities include, but are not limited to the following:

1. Provide routine patrol and act on violations observed
2. Respond and investigate all calls for service
3. Enforce all tribal ordinances, along with State and Federal Laws
4. Investigate traffic accidents and violations
5. Prepare and forward written reports
6. Appear and testify in court
7. Maintain training
8. Maintain equipment
9. Become involved in community based policing
10. Work shifts as directed by Chief of Police
11. Serve court documents
12. Respond to emergency call outs

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with courts, probation and parole, and various tribal department managers and administration.
2. **External:** Frequent contact with the local school systems, other Law Enforcement Agencies, District Attorney's Office and Vilas County Court System and Vilas County Social Services.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Patrol Sergeants and Chief of Police

H. EDUCATION: High School diploma or equivalent is required. Must be able to complete 60 college credits or gain an Associate in Criminal Justice within 5 years of date of hire. Completion of the Wisconsin State Academy is preferred.

I. EXPERIENCE: No Previous experience is required.

J. SKILLS:

1. Must have good written and verbal communication skills.
2. Must be good with problem solving.
3. Must have good moral character.
4. Must be clean and neat in appearance.
5. Must follow verbal and written instructions.
6. Must have good reading skills.
7. Must have good organizational skills.
8. Must be physically fit.
9. Must be proficient with firearms.
10. Must have a valid driver's license and have good driving skills.
11. Must be able to multitask.
12. Must be able to work a variety of shifts.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office settings, from court setting to outdoor exposure to extreme temperatures.
2. **Exposure to Hazards:** Daily exposure to persons and/or situations that may be undesirable.
3. **Physical Requirements:** Performs routine tasks that require a capacity to intermittently sit, stand, walk, bend, and occasionally lift heavy objects. Substantial amount of strength needed to assist in subduing violent and unruly individuals.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Police Officer 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 or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. 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.

N. SIGNATURE:

Tribal Administrator

Date