

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

## 2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## CERTIFIED POLICE OFFICER

Two (2) Full-time, Non-exempt positions

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Qualification Sheet
- Current Resume'
- Cover Letter
- Minimum of three (3) Letters of Recommendation
- Copy of High School Diploma or GED
- College Transcripts, if applicable
- Copy of valid, unrestricted Michigan Driver's License
- Documentation of MCOLES or FLETC certification
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** February 12, 2018

**Closing Date:** February 26, 2018 at 4:00pm or Until Filled

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**  
"Home of the Midnight Two-Step Championship"

*Debra L. Picciano 2-12-18*  
TERO Approval Date

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## POSITION ANNOUNCEMENT

**POSITION:**

**CERTIFIED POLICE OFFICER**

Full-time, Non Exempt position

**LOCATION:**

Keweenaw Bay Tribal Police HQ  
15817 US Hwy 41  
Baraga, Michigan 49908

**SUPERVISORY CONTROL:**

Chief of Police

**SALARY:**

Grade 10 (minimum starting wage = \$18.37/hr)

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent is required. Associate degree in Criminal Justice preferred.
- Current certification through the Michigan Commission on Law Enforcement Standards (MCOLES) or Federal Law Enforcement Training Center (FLETC) certification required.
- Willing and able to be on call 24/7. Will be required to carry a cellular phone.
- Must possess a valid, unrestricted Michigan Driver's License.
- Must have computer skills; Working knowledge/experience with Microsoft Office (Word, Excel) is required.
- Must be able to pass the KBIC Police Entrance Exam with a score of 70% or higher (testing will be administered by KBIC).
- Employment is contingent upon the satisfactory results of an extensive criminal and character background check, pre-employment physical and psychological examination, and pre-employment drug screen.

**INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:**

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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## **DUTIES AND RESPONSIBILITIES:**

1. Enforce all Tribal, State and Federal laws as they relate to the L'Anse Federal Indian Reservation.
2. Provide preventative patrol and peacekeeping functions.
3. Participate in all aspects of Community Policing.
4. Serve all warrants and other court documents.
5. Obey all orders of the Tribal Court and Tribal Police Department Supervisors.
6. Maintain cooperative relations with other law enforcement agencies, enforce traffic laws, assist the general public, and make arrests as necessary for violations without undue delay.
7. Investigate and take action to resolve incidents found on patrol such as MIP, disorderly conduct, prowling, unsecured buildings, etc., prepare case reports, appear in Tribal, State, and Federal Courts.
8. Investigate traffic accidents, cooperate with health authorities, and cooperate with school authorities.
9. Transport and maintain custody of prisoners.
10. Act as Court Bailiff and maintain security of the Tribal Court when requested.
11. Enforce Tribal fish & game laws when required.
12. Prepare daily activities reports and other monthly reports as required, and forward completed reports to the Police Chief.
13. Comply at all times with the Law Enforcement Code of Ethics.
14. Follow and comply with all policies and procedures as directed by the department Operations Manual.
15. Perform all other assignments as directed by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

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## *Qualification Sheet*

Name: \_\_\_\_\_

POSITION: **Certified Police Officer**

**Please list your specific experience and knowledge in regards to the following qualifications:**

High School Diploma or Equivalent is required. Associate Degree in Criminal Justice preferred.

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