

# KEWEENAW BAY INDIAN COMMUNITY

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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

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
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ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## POLICE CADET

Temporary (Summer), Full-Time position (not to exceed 3 months)

***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
- Copy of valid, unrestricted Michigan Driver License
- Copy of High School Diploma, GED, or High School Certificate of Completion
- School Work Permit, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- You must attach a copy of your KBIC tribal enrollment card
- If you are a Veteran, you must attach a copy of your DD214
- If you are a KBIC member working towards obtaining your GED/Diploma, you must provide verification

Keweenaw Bay Indian Community  
Beth Fish, Personnel Director  
16429 Beartown Road  
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**Distribution Date:** May 11, 2018

**Closing Date:** May 25, 2018 at 4:00 pm

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

# KEWEENAW BAY INDIAN COMMUNITY

CEO APPROVED

Date

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## POSITION ANNOUNCEMENT

### POSITION:

### **POLICE CADET**

One (1) summer position (up to 3 months); 40 hours/week

### LOCATION:

Keweenaw Bay Tribal Police Department  
Baraga, MI 49908

### SUPERVISORY CONTROL:

Chief of Police

### SALARY:

Grade 3 (minimum starting wage = \$9.80/hour)

### SUMMARY:

Cadet will provide operational support duties currently handled by police officers. Cadet will be provided with a uniform, identifying them as KBTPD Cadet and other equipment/supplies necessary to carry out the performance of their assigned duties. Cadets will not carry firearms.

### MINIMUM QUALIFICATIONS:

Applicants must meet the following Minimum Employment Standards:

- Must be an enrolled KBIC member.
- Not less than 17 years of age and not older than 20 years of age.
- Must be a United States Citizen.
- Must have High School Diploma, GED, or Certificate of Completion (unless currently enrolled in school).
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Possess good moral character as determined by a comprehensive background investigation. Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Possess a valid, unrestricted Michigan Driver's license and be insurable to operate fleet vehicles.
- Free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a police cadet's duties or which might endanger the lives of others or self.
- Must be able to lift 50 pounds unassisted.
- Free from mental/emotional disorders.
- Free from any impediment of senses, physically sound and in possession of extremities.
- Possess normal color vision, normal visual functions in each eye, and corrected 20/20 vision in each eye.
- Pass an oral interview.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and a pre-employment physical.

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**VETERAN PREFERENCE:**

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

**DUTIES AND RESPONSIBILITIES:**

- Assists officers in collecting, securing and preserving evidence in accordance with established procedures.
- Assists officers in disposing of evidence in compliance with judicial orders, policy or legislation.
- Assists officers by receiving reports from the public, answering basic inquiry calls.
- Assists officers in the return/disposal of property, audits and property, vault management.
- Assists officers with community services, for example: by setting up and staffing public display booths, providing handouts on travel tips, seat belt safety, etc.
- Learns the process of investigations and familiarizing self with action taken to resolve incidents found on patrol such as MIP, disorderly conduct, prowling, unsecured buildings, etc.
- Learns how to prepare case reports. Become familiar with appearing in Tribal, State and Federal Courts.
- Learns and assists investigation of traffic accidents, cooperate with health authorities, cooperate with school authorities.
- Learns and assists with the completion of law enforcement reports, forms and records.
- Assists officers in preventative patrol and peace-keeping functions.
- Assists in all aspects of Community Policing.
- Obeys all orders of the Tribal Police Department Supervisors.
- Complies with all orders of the Tribal Court.
- Prepares daily activities reports and other reports as required by departmental policy.
- Complies at all times with the Law Enforcement Code of Ethics.
- Follows and complies with all policies and procedures as directed by the departments Operations Manual.
- Performs all other assignments as directed by supervisors.

*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 of similar kind or level difficulty.*

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