

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

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 applicable)
- 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 R. Beesley, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: March 1, 2018

Closing Date: March 15, 2018 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

Debra Picciano 2/29/18
TERO Approval Date

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POSITION ANNOUNCEMENT

POSITION:

POLICE OFFICER

Full-time, Non-exempt position

LOCATION:

Keweenaw Bay Tribal Police HQ
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Chief of Police

SALARY:

Non-Certified - Grade 9 (minimum starting wage = \$16.33/hour)
Certified - Grade 10 (minimum starting pay = \$18.37/hour)

MINIMUM QUALIFICATIONS:

Applicants currently certified, or certifiable, through the Michigan Commission on Law Enforcement Standards (MCOLES) or the Federal Law Enforcement Training Center (FLETC) are desired. Applicants who do not have either of these certifications must meet the following Minimum Employment Standards:

- Be at least 21 years of age.
- United States Citizen.
- Possess a High School diploma or GED.
- 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.
- Free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a law officer's duties or which might endanger the lives of others or the law officer.
- Meet MCOLES Hearing Standards.
- Height/Weight proportional as indicated by accepted medical standards.
- 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, and corrected 20/20 vision in each eye.
- Pass an appropriate reading/writing and physical skills test.
- Successfully complete a mandatory basic police training academy.
- Willing and able to be on call 24/7. Will be required to carry a cellular phone.
- Must have computer skills; Working knowledge/experience with Microsoft Office (Word, Excel) is required.
- Must be able to pass the KBIC Police Entrance Exam (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.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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).

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 of similar kind or level difficulty.

Distribution Date: March 1, 2018

Closing Date: March 15, 2018 at 4:00 pm

Qualification Sheet

Name: _____

POSITION: **Police Officer**

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

1. High School Diploma or Equivalent is required.

2. Must 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).

3. Must be able to pass a pre-employment physical and psychological examination. (Must be free from any Free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a law officer's duties or which might endanger the lives of others or the law officer; Meet MCOLES Hearing Standards; Height/Weight proportional as indicated by accepted medical standards; 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, and corrected 20/20 vision in each eye).

4. Willing and able to be on call 24/7. Will be required to carry a cellular phone.

5. Must possess a valid, unrestricted Michigan Driver's License.

6. Must have computer skills; Working knowledge/experience with Microsoft Office (Word, Excel) is required.
