



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

TRIBAL POLICE OFFICER

Position Description

Opens: April 12, 2019

Closes: April 29, 2019

Department:	Law Enforcement	Reports to (title):	Chief of Police
Job Code:	N-12	Job Location:	Bois Forte Tribal Government Office - Nett Lake, MN
Pay Range:	Min: \$18.52 Mid: \$23.15 Max: \$27.78	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	04/11/2019
		Revised Date:	04/11/2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

A Police Officer ensures safety, security, and the preservation of life and property by maintaining law and order and enforcing laws and ordinances. Solves community problems by fostering open and continuous communication and cooperation between the community and law enforcement. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Protects the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments.
2. Enforces Federal laws and Tribal ordinances by apprehending, arresting, detaining, or citing violators based on observed law violations, investigating complaints, serving arrest warrants, or executing search warrants.
3. Prevents crime and is involved in the department’s efforts to promote partnering and crime solving techniques found in community-oriented policing practices.
4. Interviews persons with complaints or inquiries and directs them to proper authorities if needed.
5. Responds to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
6. Responds to calls concerning felonies, emergencies, traffic accidents, drug charges, altercations and misdemeanors under Federal, State, local and Tribal laws; investigates, apprehends, arrests, and detains all persons charged with violations.
7. Maintains law and order within the area of assignment by patrolling in a patrol vehicle.

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8. Investigates suspicious situations, and takes appropriate action.
9. Performs such assignments as working radar on busy highways, participating in night surveillance in high crime areas, and participating in traffic and crowd control activities.
10. Makes arrests in cases of crime or misdemeanors and felonies personally witnessed; takes persons arrested to appropriate authorities for booking or formal charging.
11. Serves Federal, State, County or Tribal warrants, subpoenas and other court papers; testifies at hearings and trials as an expert witness in Federal, State, local or Tribal courts as required.
12. Prepares and submits reports of incidents or traffic accidents, daily and weekly activities, narratives and statistical reports as required.
13. Patrols in a police vehicle with minimal supervision.
14. Secures crime scenes as needed.
15. Conducts preliminary investigations upon arrival at crime scene involving such crimes as assault and battery, burglary, theft, drunkenness, sexual assault, homicide, driving while intoxicated, etc.
16. Enforces all laws and regulations with his/her authority related to possession, distribution, trafficking and manufacture of controlled substance.
17. Analyzes requests, complaints, or allegations in relation to appropriate laws, rules, regulations, and policies to identify the issues involved and organize an appropriate response.
18. Establishes the relationship of facts and/or evidence during the course of an investigation through questioning of principals and witnesses.
19. Participates in preparing written reports, position papers, and other documents.
20. Prepares appropriate reports relating to investigative activities.
21. Participates in oral presentations of reports, briefings, and testimony.
22. Participates as a member of a multi-agency investigative team and as a member of a multi-agency task force.
23. Questions subjects and third-party witnesses (formally and informally) and secures evidence from other outside sources to determine nature and extent of violation.
24. Prepares written reports of complex investigations.
25. Apprehends and arrests persons violating U.S. laws and conducts searches and seizures incident to the arrest when appropriate, by warrant.
26. Confers with and assists U.S. Attorneys in preparing information and evidence for trials. Serves Grand Jury subpoenas when directed by the courts.
27. Testifies as a government witness before Grand Juries and in the courts in criminal cases, and at administrative hearings in non-criminal cases
28. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• None |
| Education: | <ul style="list-style-type: none">• High school diploma or equivalent GED |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid state driver's license, and be insurable on the RTC automobile policy• Must be Police Officer Standards and Training (POST) eligible, POST certified, or certified through the Indian Police Academy, or must be able to attend and successfully complete the Indian Police Academy. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of traditional form, function, and structure of government and Tribal customs and traditions.• Knowledge of applicable Federal, State, County, and local laws, regulations, and requirements.• Knowledge of law enforcement and public relations activities.• Knowledge of investigation techniques to gather, preserve, and use for criminal convictions. |

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- Ability to independently respond to calls of service or serious crimes and strictly follow policy and procedures.
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles; proficient in firearm safety enforcement/regulatory agencies, departmental staff, Tribal officials and the public.
- Knowledge of business English, proper spelling, grammar and punctuation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality, demonstrate moral character, honesty, tact, fairness, lack of prejudice and a desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate course of action.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to comprehend, retain, and recall factual information, and learn and apply acquired skills and techniques to the performance of assignment duties.
- Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures, and regulations.
- Ability to integrate training, experience, and common sense sufficient to identify potential dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Write clear, concise, and complete reports in a timely manner.
- Knowledge of basic use of all firearms used in performing the work in this position. (Must maintain firearms qualifications bi-annually)
- Must be at least 21 years of age.
- Must be a competent driver with a good driving record and must possess a valid driver's license. No driving under the influence convictions in the past 5 years.
- Must have and maintain a clean record, with no convictions for felonies or the equivalent high misdemeanors in jurisdictions which do not categorize serious crimes as felonies.
- Must not have any convictions of the domestic violence nature.
- Willing to attend the 18 week Basic Police Officer program at the Indian Police Academy or a comparable law enforcement program and successfully complete the program.

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- Willing to sign 3 year contract to stay with the department after completion of certification training.
- Complete a field training program.
- Must attend and graduate Criminal Investigator Training Program (CITP) or equivalent training as determined by the Chief of Police.
- Must complete the physical efficiency battery (PEB).
- Must work on a rotational shift.
- Must be on call 24/7 to respond to calls of service when required by the agency.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

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WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors. Must be able to pass the physical efficiency battery (PEB).
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.
Medical Requirements:	The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may

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establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the physical requirements relate.

Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. Applicants and employees must possess emotional and mental stability. In most instances, a specific medical condition or impairment will not automatically disqualify an applicant or employee. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

- Background Investigation: This position is subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

- Clearance: Must be able to maintain a security clearance with the Bureau of Indian Affairs. Applicant must have and maintain a good reputation in the community. Failure to successfully meet or maintain these requirements will be grounds for termination.

Must be able to pass a mental health evaluation such as the MMPI or equivalent or have taken one in the past five years.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.