



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### **JOB DESCRIPTION**

**POSITION:** Tribal Law Enforcement Officer – Part Time

**LOCATION:** Red Cliff Reservation

**SALARY:** \$17.00 per hour, Approximately 0 hours up to 40 hours per week  
*After 6 months wage will increase to \$18.00 per hour, after 1 year wage will increase to \$19.00/hour*

**SUPERVISOR(S):** Chief of Police, Police Sgt. and/or Tribal Administration

### **THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION**

**JOB SUMMARY:** A Red Cliff Tribal Police Officer is assigned to field duty, which consists of both routine and complex law enforcement responsibilities. General job functions include reporting and documentation; preservation of public safety, peace and security. In addition to the skills, knowledge and abilities natural to the police function, there are specialized positions requiring other skills. These positions consist of corrections, identification, warrant or process, investigations, communications, juvenile, community service, property management and training. Duties and responsibilities are performed under the direction of Chief of Police or there designee.

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Perform duties under the supervision of the Chief of Police.
2. Become acclimated to assigned areas, acquiring knowledge to its needs and activities.
3. Enforcement of all law and ordinances of the State and Tribal governments.
4. Investigate complaints received, dispatched and assigned.
5. Investigate accidents and render first aid, photograph, citation and complete reports.
6. Complete all required paper work in a timely manner.
7. Appears in court as required.
8. Does process serving.
9. Submits quality and concise reports.
10. Maintains departmental and personal equipment in good working condition.
11. Assists other department personnel with their duties as needed.
12. Work assigned duty hours.
13. Conducts themselves in accordance with departmental regulations.

*“The Hub of the Chippewa Nation”*



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** As directed by chief of police.

**KNOWLEDGE:** Knowledge of Native American Tribes and the uniqueness of the Red Cliff community. Must have knowledge in law enforcement, computers and working with the public.

### **QUALIFICATIONS:**

1. Individual must be currently certified by Wisconsin Law Enforcement Training and Standards Board or can be certified by the Wisconsin Training and Standards Board.
2. High school diploma, HSED or GED required.
3. Ability to possess a firearm.
4. No Felony convictions.
5. No domestic abuse convictions.
6. Must have good verbal and written communication skills.
7. Must be able to react quickly and effectively to stressful situations.
8. Must have clear and concise speech.
9. Must have the ability to handle several tasks simultaneously.
10. Must be able to work evenings, weekends and holidays.
11. Must be able to work independently which necessitates a high degree of self-discipline, integrity and decision-making ability.
12. Must pass a background investigation check.
13. Must pass a Drug screening test administer by the Tribe and State of Wisconsin.
14. Must have a valid driver's license and a good driving record, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Daily contact with community members, supervisor and other officers, legal staff as needed and Tribal Administration.

**PHYSICAL REQUIREMENTS:** Must be able to work in various weather conditions. Be able to pass requirements of Law Enforcement Training and Standard Board. Must be in good physical condition.

**WORK ENVIRONMENT:** Patrolling the Red Cliff Reservation, Town of Russell and acting as backup as required by the Bayfield County Sheriff. All Tribal Buildings are smoke free.

*"The Hub of the Chippewa Nation"*



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

**TRAVEL REQUIREMENTS:** Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** June 8, 2018  
**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION:**  
**Red Cliff Tribal Administration Building**  
**Human Resources Department**  
88455 Pike Road  
Bayfield, WI 54814  
[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)  
[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

(715) 779-3700 ext. 4268 or 4267

*"The Hub of the Chippewa Nation"*



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

### **EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES**

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Tribe offers General Leave to part-time employees as stated below:

Regular Part-time 30-37 hours/week	Vacation/GL – 12 hours/month
Regular part-time 20-29 hours/week	Illness/GL – 8 hours/month
3. The Tribe observes a total of 11 paid holidays.

*“The Hub of the Chippewa Nation”*