



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, approx. 29 hours per week

THIS IS A REGULAR PART-TIME NON EXEMPT POSITION

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

JOB SUMMARY:

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. Do other related duties as required or assigned.
13. Work assigned duty hours.
14. Conducts themselves in accordance with departmental regulations.

DUTIES AND RESPONSIBILITIES: 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. Officer must be able to have good verbal and written communication skills. React quickly and effectively to stressful situations. Clean and concise speech. Ability to handle several tasks simultaneously. The Officer must be able to work evenings, weekends and holidays. Officer must be able to work independently which necessitates a high degree of self-discipline, integrity and decision-making ability. 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,

“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

communications, juvenile, community service, property management and training. Duties and responsibilities are performed under the direction of Chief of Police or there designee.

SUPERVISORY AUTHORITY: As directed by chief of police.

KNOWLEDGE: Must have knowledge in law enforcement, computers and working with the public.

QUALIFICATIONS: Prefer individual who is currently certified by Wisconsin Law Enforcement Training and Standards Board or can be certified by the Wisconsin Training and Standards Board. High school diploma. Ability to possess a firearm; No Felony convictions; No domestic abuse convictions. Must have a valid driver's licenses and have a good driving record, and be able to be put on Tribes insurance. Able to pass a background investigation check. Able to pass a Drug screening test administer by the Tribe and State of Wisconsin. Knowledge of Native American Tribes and the uniqueness of the Red Cliff community.

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.

TRAVEL REQUIREMENTS: Will be required to attend meetings and trainings as directed. Must be available for overnight travel.

Native American preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered

POSTING: March 23, 2016

DEADLINE: Open until filled

"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

FOR FURTHER INFORMATION:

Red Cliff Tribal Administration Building

Human Resources Department

88385 Pike Road, Hwy 13

Bayfield, WI 54814

www.redcliff-nsn.gov

susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

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 ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

[Back To Employment Page](#)

“The Hub of the Chippewa Nation”