Stockbridge-Munsee Community

Department of Human Resources **Telephone: (715)793-4375**
PO Box 70 **FAX: (715)253-2432**
Bowler, WI 54416 **Email: bev.miller@mohican-nsn.gov**

POSITION DESCRIPTION

POSITION: Tribal Police Officer **POSTING DATE: 6/29/2021**
LOCATION: S/M Reservation **CLOSING DATE: 7/6/2021**
Law Enforcement Pay Scale

SALARY: $26.00 Negotiable **Non-exempt**

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL REQUIREMENTS:
The Tribal Officer shall be required to maintain the peace, welfare and safety of all within his or her jurisdiction. The Tribal Officer shall function under the terms of the current Shawano County Stockbridge-Munsee Law Enforcement Agreement. Tribal supervision will be from the Police Lieutenant.

STANDARD QUALIFICATIONS:
All employees of Stockbridge Munsee Community must meet the following qualification:
1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holiday.
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:
1. Diligently patrol the assigned areas.
2. Aid in the prevention of crimes, or breach of peace and order, or any other offense.
3. Must be alert for any suspicious activity and make documented observations as to the activity, persons, place or things in a neat, accurate and chronological series.
4. Enforce all laws and ordinances of the Stockbridge-Munsee Community, Shawano County and the State of Wisconsin and any contracted villages, currently Gresham.
5. Maintain radio and/or telephone contact with Sheriff Department dispatch staff, other officers of the SMPD and the Chief of Police.
6. Familiarization of all local roads, highways, streets, towns, villages, in the immediate area of operation.
7. Properly document all evidence as required by the rules of evidence and to properly protect any crime scene or chain of evidence that may be used for prosecution of a crime at a latter time.
8. Accurately report in writing all required administrative data as required by the Chief of Police and SCSD if deputized.

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9. Must maintain an acceptable departmental attendance record.
10. Must be reliable and prompt when reporting to work.
11. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
12. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
13. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
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.

QUALIFICATIONS:

1. Must have at least an equivalency of 60 college credits, or associate degree in Criminal Justice.
2. Must possess a valid Wisconsin Law Enforcement Standards Board certification.
3. Meet or exceed all standard requirements for appointment as a law enforcement officer within the State of Wisconsin and SCSD if deputized.
4. Experience dealing with the public in a multicultural setting.
5. Be able to satisfactorily complete any and all assigned training designed to enhance or improve standard law enforcement skills.
6. Be able to satisfactorily complete a one (1) year employment orientation period.
7. Ability to act in a professional manner with the general public.
8. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
9. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
10. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
11. Must submit to a Criminal Investigation Background Check.
12. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
13. Must be able to meet the physical requirements of the position and pass the BIA medical and physical agility tests.
14. Must be a US Citizen and 21 years of age.
15. Must be able to use all law enforcement related equipment.
16. Must be able to gain access to the SCSD Spillman Computer System

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17. Must be eligible for coverage under the employer's liability insurance.
18. Must be able to meet physical requirements of position.
19. Must abide by departmental and organizational safety, testing, and uniform guidelines.
20. Special requirement must sign a 3year pre-employment agreement upon employment offer.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: **Human Resource Manager**
Stockbridge-Munsee Community
N 8705 Moh He Con Nuck Road
Bowler, Wisconsin 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: Tribal Council Approved: 7/19/10
Revised Position: 01/22/01 Tribal Council Approved: 5-23-02
Exec Dir approved 9-4-14 TC Approved: 3-13-19

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