



NOTTAWASEPPI HURON BAND OF THE POTAWATOMI

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT

JOB NUMBER: POL-11-005 – POL-11-010
JOB TITLE: Police Officer
Supervisor: Director of Law Enforcement
Status: Non-Exempt
Salary: Grade 6

POSITION SUMMARY

The purpose of this position is the overall patrolling and investigative duties for lands in federal trust, citizens living on Tribal land and Tribal property and any additional jurisdiction pursuant to Tribal statute. The NHBP Police Officer reports to the Law Enforcement Director through the chain of command.

ESSENTIAL FUNCTIONS

The Nottawaseppi Huron Band of the Potawatomi reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the government.

- Act as Tribal Police Liaison to the community to enhance good public relations.
- Knowledge, understanding and ability to work with and promote Native American culture, language, traditions and communities.
- Patrol assigned area to include buildings and grounds checking locked doors and windows and investigating suspicious activity or people; control traffic, provide crime prevention, investigate incidents of criminal violations and hunting and fishing violations.
- Receive briefing upon arrival for duty; secure information, ask questions and participate in required departmental training and discussion of information.
- Patrol areas on foot or by motor vehicle; issue warnings and citations to drivers when violations of motor vehicles are observed; make arrests for violations of the laws.
- Respond to calls for service, emergency alarms and other dispatched calls; makes decisions based on analysis of situation and facts.
- Investigate all types of crimes and accidents; perform follow up duties on crimes/accident as directed by supervisor; interview suspects and witnesses; collect evidence and facts.
- Dispense unruly crowds at public gatherings within Departmental guidelines.
- Render first aid at the scene of accidents, medical assistance calls, domestic violence calls and report findings.
- Identify, pursue and arrest suspects and perpetrators of criminal acts.
- Direct and control traffic around fires, accidents and other disruptions as needed.
- Write and file with supervisor: crime reports and daily activity reports of disturbances, accidents, crimes and tickets issued.
- Assist area police departments in carrying out their functions.

- Assist motorists and citizens living on tribal land by delivering emergency messages, helping motorists with flat tires, stalled vehicles and potential crime incidents.
- May assist in training new officers in the field according to established schedules and guidelines; submit evaluations of trainee performance to supervisor.
- Appear and testify before the courts to subpoena as witness and/or reporting officer of a crime in regards to cases being adjudicated.
- Familiarize themselves with the assigned areas and be aware of individuals that may be living in those areas.
- Assume responsibility for proper maintenance of personal equipment issued to them and vehicles assigned for patrol.
- Adhere to safety practices as it relates to weapons and vehicles assigned to the officer.
- Participate in Tribal Member activities and attend Tribal Member events that support Tribal sovereignty, culture and customs.
- Demonstrate capability to interface and maintain effective relationships with Tribal Members and co-workers. Willingness to support Indian Preference initiatives.
- Familiarize and comply with all the rules, regulations and codes to ensure efficient operations.
- Maintain knowledge in the area of drugs/narcotics, i.e., abuse, identification and the availability on the streets as it relates to routine patrol duties and detention procedures.
- Maintain confidentiality on data when required by law and Departmental standards.
- Must be able to work in a properly collegial relationship with co-workers.
- Must be able to interact with other departments within the Tribe in the spirit of compromise.
- Must be able to take on additional responsibilities in a spirit of cooperation and teamwork.
- Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers.
- Must be able to maintain strict confidentiality.
- Perform other duties as directed / required.

MINIMUM QUALIFICATIONS

Required Qualifications: An individual must be able to demonstrate the ability to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to understand, gain knowledge and appreciate the differences with the Native American culture and customs.
- Must maintain a valid driver's license with good driving record; GSA certifiable.
- Ability to become CPR/First Aid certified.
- Successfully complete a background investigation that includes verification of qualifying credentials.
- Knowledge of law enforcement policies, practices and procedures; equipment, strategies to promote effective security operations to protect people, data, property etc.
- Skill in analytical, objective observation of situations and quick decision making.
- Skill in managing situations firmly, courteously, tactfully and impartially.
- Skill in recording information accurately and completely.
- Knowledge of human behavior and performance, individual differences in ability, personality and interests, learning and motivation, behavior and affective disorders.
- The ability to tell when something is wrong.
- Must have successfully completed basic recruit training and firearms qualifications.
- Must meet requirements of Michigan Commission on Law Enforcement Standards. (MCOLES).
- Must be MCOLES certified or certifiable.

- Must be able to obtain a Bureau of Indian Affairs Special Law Enforcement Commission.
- Applicant must sign a Code of Conduct and Code of Ethics.
- Convictions for alcohol offenses or having a suspended driver's license may disqualify an applicant.
- Candidates selected for hire will be subject to a drug test, physical evaluation and psychological evaluation and employment will be contingent on the results of said test and evaluations.

PREFERRED QUALIFICATIONS

- Five years of Police experience.
- MCOLES certified.
- BIA Special Law Enforcement Commission certified.

OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TYPICAL PHYSICAL DEMANDS

- On-call 24 hours 7 days a week for emergency situations.
- Able and willing to work rotating shifts.
- The ability to respond quickly with hands, fingers, or feet, to signal when necessary.
- Must pass physical requirements and weapons qualification.
- Must be able to work in an occasionally dangerous environment.
- Must be able to travel within and out of state for training.
- Must be aware of physical stress related to dangerous situations.

TYPICAL MENTAL DEMANDS

- Maintain confidentiality of all departmental information at all times.
- Must be thoroughly familiar with Personnel Policies, Federal Regulations, NHBP Tribal Police Department Policies and Procedures, Tribal and State Criminal Codes, Tribal Constitution, Michigan Motor Vehicle Code and all other applicable rules, regulations, ordinances, statutes and domestic violence code.
- Must be mentally aware of potentially dangerous situations.

WORKING CONDITIONS

- Must be able to work in and during periods of climate weather

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and respond to questions effectively before groups of customers and employees. Knowledge of the structure of the English language including the meaning and spelling of words, rules of composition, and grammar; ability to actively listen, understand and ask questions in stressful situations.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations; ability to persuade others to change their mind or behavior; bring others together and try to reconcile difference; understand the implication of information for current and future problem solving decision making.

Negotiating Skills

- Ability to handle complaints, settle disputes and resolve grievances and conflicts; negotiate resolutions whenever possible.

Computer Skills

- To perform this job successfully an individual should have knowledge of Microsoft Products such as Spreadsheet software and Word Processing software; Internet software proficiency.

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use hands to finger, handle or feel, taste and smell. The employee is occasionally required to stand, walk and run; reach with hands and arms and climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions and explosives. The employee is frequently exposed to moving mechanical parts and occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

SECURITY SENSITIVE

This position may contain information that is security sensitive and thereby subject to additional provisions, including HIPAA.

INDIAN PREFERENCE

Indian preference will be applied in the selection of qualified applicants in accordance with the NHBP Indian Preference in Employment Code, which affords employment preferences to NHBP Tribal citizens, spouses of NHBP citizens and members of other federally recognized Indian Tribes.

Native American Preference

"Indian preference will be applied in accordance with the NHBP Indian Preference in Employment Code." Indian sovereignty support and Indian preference initiatives are mandatory.

Equal Opportunity Employer (EEO)