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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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## JOB DESCRIPTION

**POSITION:** Police Officer

**DEPARTMENT:** LVD Police

**LOCATION:** Lac Vieux Desert

**EMPLOYMENT:** Full time

**SALARY/PAY RATE:** Starting \$24.09-\$26.71 (Based on Certification)

### **DESCRIPTION:**

Under general supervision, performs work of average difficulty involving general police work in the protection of life and property through the enforcement of tribal, state, and federal laws; and performs related work as required.

### **RESPONSIBILITIES:**

- Exercises full peace officer authority in the enforcement of all laws; patrols assigned areas;
- Issues citations and warnings; Responds to calls involving traffic accidents
- Secures scene to protect victims and property; Gives first aid and calls for medical assistance;
- Interviews participants and witness; Takes photographs, draws diagrams and takes measurements;
- Provides backup to other police officers and agencies, responds to calls involving criminal and other violations;
- Secures scene to protect victims and property; Secures scene to restore peace, and aid the injured and protect evidence;
- Makes arrests, searches suspects for weapons and evidence and advised suspects of rights;
- Seizes controlled substances, evidence and stolen property;
- Transports and interrogates suspects; Deposits evidence and recovered property;

- Prepares accident and incident reports; Testifies in criminal and civil courts as required;
- Gives assistance to public; Serves arrest warrants and civil process;
- Checks police equipment and vehicles to insure good working condition.

### **MINIMUM QUALIFICATIONS:**

- Must successfully complete (or have completed) required police academy;
- Must successfully complete a one (1) year probationary period;
- Must have a clear background check prior to starting employment;
- Must successfully pass physical examination, physical ability test and psychological evaluation.
- Must have a valid driver's license.
- Must possess a High School diploma or GED equivalent certificate.

### **OTHER QUALIFICATIONS:**

- During the one (1) year probationary period must acquire a comprehensive knowledge of tribal, state, and federal laws, legal processes of laws, rules, related court decisions, and law enforcement methods and procedures
- Must acquire a thorough knowledge of police department policy and procedure manual;
- Must be able to analyze problems quickly and take appropriate and effective action under stress;
- Ability to observe and record events accurately and completely;
- Ability to establish effective working relationships;
- Ability to prepare technical reports and correspondences; Skilled effective court testimony;
- Skill in developing criminal cases; Skilled effective court testimony
- Skill in operating vehicles under routine and emergency conditions;
- Must have or acquire skill in the use of firearms and police equipment.

### **PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: February 19, 2014**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_