

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### **OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

<http://Oneida-nsn.gov>

**POSITION TITLE:** Police Officer  
**POSITION NUMBER:** 00908  
**DEPARTMENT:** Oneida Police Department (OPD)  
**LOCATION:** 2783 Freedom Rd, Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Sergeant  
**SALARY:** NE13 \$19.53/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** December 4, 2015  
**CLOSING DATE:** Until filled  
**Transfer Deadline:** December 11, 2015  
**Proposed Start Date:** As Soon As Possible

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

#### **POSITION SUMMARY**

Ensure safety, security and the preservation of life and property by maintaining law and order, enforcing laws, and ordinances. Solve community problems by fostering open continuous communication and cooperation between the community and law enforcement. Continuation of this position is contingent upon funding allocations.

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

1. Protect the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments. Interview persons with complaints or inquiries and direct them to proper authorities if needed.
2. Respond to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secure the crime scene.
3. Conduct preliminary investigations, gather evidence, obtain witnesses, and make arrests as required by applicable laws.
4. Testify in court to present evidence or testify against persons accused of criminal activity.
5. Work nights, weekends and holidays as a condition of employment.
6. Conduct investigations in vice activities, narcotics, traffic, burglary or reported incidents as assigned.
7. Conduct routine checks of local businesses, residences, government agencies, and properties.
8. Maintain awareness of and investigates specific areas subject to juvenile delinquency.
9. Maintain positive relations with community members and agencies by educating and informing on crime prevention and related issues.
10. Serve court papers, warrants, or subpoenas as required.
11. Transport violators to jail.
12. Maintain appropriate documentation on incidences as required by policies and procedures. Generate reports as needed.
13. Attend training classes and seminars on police methods, techniques, safety, first aide, marksmanship, and related law enforcement activity.

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### Police Officer

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

14. Communicate with local, state, regional and outside agencies and assists as needed.
15. Contribute to a team effort and accomplish related results as required.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. 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.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand; walk; use hands; reach with hands and arms; talk and hear; sit; climb or balance; and stoop, kneel, crouch, or crawl.
2. Occasionally taste or smell; lift and/or move up to one-hundred (100) pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
4. Work is generally performed outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote areas, with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required.
5. Must work extended hours and various work schedules, including evenings, weekends and holidays.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of the Oneida Nation's Police Department rules and regulations and Oneida Law Enforcement Ordinance.
2. Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
3. Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
4. Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles. Proficient in firearm safety.
5. Skill in problem solving, human relations, and time management.
6. Skill in directing investigative, community and public relations, crime prevention, and support activities.
7. Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations. Make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
8. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
9. Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
10. Ability to respond to community issues and concerns with a high level of sensitivity.
11. Ability to prepare accurate, complete and legible reports; present detailed, accurate and objective oral presentations and response to questions.
12. Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
13. Ability to rapidly adjust to varying work schedules including psychological and physical stress of work.
14. Ability to make intelligent and effective decisions in routine and emergency situations.
15. Ability to communicate efficiently and effectively both verbally and in writing.
16. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
20. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
21. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Associate's Degree.

### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Must be 21 years of age or older.
3. Sixty (60) college level credits.
4. Must successfully complete Police Recruit Academy Training and become certified as a Wisconsin law enforcement officer **(unless currently possess certification).**
5. Must reside within a twenty (20) mile radius of the Oneida Reservation within three (3) months of employment.
6. A two (2) year employment commitment is required.
7. Must successfully pass the following prior to employment:
  - a. Physical agility test
  - b. Physical examination
  - c. Written test
  - d. Psychological examination

### **ITEMS TO BE SUBMITTED WITH APPLICATION:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**