

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

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Assistant Chief of Police
POSITION NUMBER: 00054
DEPARTMENT: Oneida Police Department (OPD)
LOCATION: 2783 Freedom Rd, Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Chief of Police
SALARY: E8 \$69,901/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: January 4, 2019
CLOSING DATE: January 11, 2019
Transfer Deadline: January 11, 2019
Proposed Start Date: **As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Manage the daily activities of the Police Department and create a work environment that encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Oneida culture. Ensure safety, security and the preservation of life and property by maintaining law and order and enforcing laws and ordinances. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with Management functions and activities of the Tribal Police Department and Internal Security Department, which includes patrol, criminal investigations, support services, and the anti-drug squad.
2. Promulgate rules and regulations for the department; ensure all daily records are received from officers.
3. Assist in department planning, goals and objectives and ensures compliance to applicable tribal, federal, state, and local laws, rules and regulations.
4. Assist in improving staff effectiveness by coaching, counseling, training and taking disciplinary action for employees; planning, delegating, monitoring, and appraising job performance and results in a timely manner.
5. Perform background checks on applicants who apply for positions within the Police Department.
6. Patrol Oneida Reservation as needed or directed.
7. Ensure that the tribal sovereignty and the jurisdictional powers and authority of the department are recognized and observed by all domestic and foreign law enforcement agencies and their personnel.
8. Administer daily police activities through subordinates; schedule police officer presence for various events, meeting and elections.
9. Oversee the Police Department and Internal Security Department in the Chief of Police's absence.
10. Supervise Conservation Wardens.
11. Conduct internal investigations of members of department for alleged wrongdoing. Take necessary disciplinary action in situations when appropriate.
12. Assist in budget preparation, fiscal management, and recruitment.
13. Maintain positive relations with community members and agencies by educating and informing on safety and law enforcement.
14. Maintain appropriate documentation on incidences as required by policies and procedures. Generate reports as needed.
15. Communicate with local, state, regional and outside agencies and associations; act as representative of the Nation.
16. Maintain certifications and technical knowledge by attending training classes and seminars on law enforcement, safety, firearms, or related activities.
17. Contribute to the organization's effectiveness by offering information and opinion as a member of senior management team; integrating objectives with other functions; accomplishing related results as needed.

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DUTIES AND RESPONSIBILITIES: (Cont.)

18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures; Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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, sit; climb or balance; stoop, kneel, crouch, or crawl.
2. Occasionally taste or smell; lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
3. 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.
4. 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 the principles and practices of police/law enforcement administration, including budgeting, program planning and development, employee supervision and training.
4. Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
5. Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles. Proficient in firearm safety.
6. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, department staff, tribal officials, and the public.
7. Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.
8. Skill in problem solving, human relations, and time management.
9. Skill in directing investigative, community and public relations, crime prevention, and support activities.
10. Skill in providing leadership to and evaluating the work of subordinate staff.
11. Skill in evaluating operations and programs to determine if they meet the Oneida Nation's needs.
12. Ability to manage day-to-day operations of the Police Department.
13. Ability to travel, work extended hours and various work schedules, including evenings, weekends and holidays.
14. Ability to respond to community issues and concerns with a high level of sensitivity.
15. Ability to schedule and facilitate meetings, conferences, training, etc.
16. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
17. Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
18. Ability to rapidly adjust to varying work schedules and psychological and physical stress of work.
19. Ability to make intelligent and effective decisions in routine and emergency situations.
20. Ability to communicate efficiently and effectively both verbally and in writing.
21. Ability to become certified in Child Abuse and Neglect, CPR and First Aid.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
25. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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 Nations Gaming Division.

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STANDARD QUALIFICATIONS: (Cont.)

26. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. A Bachelor's degree in Police Science, Criminal Justice or closely related field.
3. Ten (10) years of Law Enforcement experience.
4. Eight (8) years of supervisory experience; and/or equivalent combination of education and experience may be considered.
5. Must successfully pass prior to employment:
 - a. Physical agility test
 - b. Physical examination
 - c. Psychological examination
6. Must possess a current State of Wisconsin certification as Law Enforcement officer or obtain certification within six (6) months of employment.
7. Must reside within a twenty (20) mile radius of the Oneida Reservation within three months of employment.

ITEMS TO BE SUBMITTED:

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