



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Road Patrol Officer – Public Safety – Full-Time

Pay Grade: NE11 **Status:** Non-Exempt Hourly/Bi-weekly Pay

Hiring Range : \$20.76 – \$25.54 - **Commensurate with Verified Qualifications**

Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

SUMMARY: Under the general direction of the Sergeant's, the Road Patrol Officers are responsible for the enforcement of Tribal, Federal, and State laws and ordinances, and the protection of life and property within the reservation boundaries and ceded territories, within the scope of their authority.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –

- A qualified candidate is a minimum of twenty-one (21) years of age; and
- Offers a High School Diploma or GED; and
- Possesses a non-restricted Michigan Operator's License with the ability to be insured under the company's policy.

DUTIES AND RESPONSIBILITIES:

1. Performs vehicle and foot patrols and investigates on Tribal lands to verify compliance, taking enforcement actions such as issuing citations and/or making arrests where appropriate.
2. Conducts detailed criminal investigations, as necessary. Works in conjunction with Tribal Prosecutor to investigate and prepare cases for successful prosecution. Testifies in Tribal, Federal, or State court.
3. Responds to incidents or complaints and provides the necessary protection or services as situation requires.
4. Works with other government and enforcement agencies and participates on joint agency investigations.
5. Prepares detailed reports of complaints, accidents, arrests, patrol activities, inspections, and all other related activities.
6. Participates in department meetings, community service programs, and may conduct general interest education programs.
7. Transports arrests, as necessary.
8. Adheres to all policies and procedures and follows Tribal, State and Federal laws and has necessary certifications to do so.
9. May be requested to investigate Conservation Enforcement issues.
10. All other position/department related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES:

None

PHYSICAL DEMANDS:

Frequent and long period of walking, standing, or sitting, and occasional heavy lifting, running, climbing, reaching, bending, kneeling, or stretching. The potential does exist that one will need to use physical force or firearms in the course of work. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will routinely carry work related materials up to twenty-five (25) pounds, and instances of lifting/carrying up to seventy-five (75) pounds and more with assistance. The use of personal protective equipment is necessary in this position. Such equipment may include bullet proof vests, gloves, masks, sunglasses, in addition to standard uniforms and firearms.

WORKING ENVIRONMENT:

Work is performed in a variety of physical environments such in a climate-controlled office, a patrol car, or outdoors in all types of weather conditions (hot, cold, humid, dry, snow, rain, ice, wind). The employee's work schedule may periodically need to be flexible and adjusted, with or without notice, according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT:

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test, a physical and psychological examination in accordance with MCOLES certification guidelines, an extensive background investigation, possession of a non-restricted Driver's License throughout employment and being insurable under the Tribe's auto policy, and successfully completing an eighteen month (18) introductory period (based on qualifications at time of hire), during which time the employee must:

1. Pass academy training and obtain a Michigan Commission on Law Enforcement Standards (MCOLES) licensure, or complete MCOLES waiver of training, where applicable; and
2. Obtain BIA Special Law Enforcement Commission.

Application Instructions:

Obtain an application form (fillable online) on the Tribe's website www.lrboi-nsn.gov (under "Employment" heading) or a copy of the position description by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR

To apply: Please submit completed LRBOI application, cover letter, resume, any relevant training/certificates/licensures as asked for under qualifications, and copy of Tribal ID Front/back (if applicable) to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment

interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a probationary introductory period. In addition to conditions listed previously under "Disclaimer and Conditions of Employment".

For further information, please contact the LRBOI HR Department.

Posted: 01/24/2025

Removed: 03/24/2025 if not filled sooner