

MENOMINEE INDIAN TRIBE OF WISCONSIN
Human Resource Department

Patrolman - Eligibility List

[Law Enforcement Center](#)

Class Description #

Grade GS - 3-5 Non-exempt

Last revised 04/01/03

Second Posting

Status: Regular/Full-Time

Closing Date: Open

Minimum Pay Rate: \$ B.O.E.

First Postings: are reserved for: non-probation MITW employees along with any enrolled Menominee (within the tribal organization or from the general public).

Second Postings: are open to the general public.

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is the overall patrol duties within the Menominee Indian Reservation.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Patrol assigned area to control traffic, crime prevention, disturbance of peace and arrest violators.
- Familiarize themselves with the assigned areas and be aware of individuals that may be living in those areas.
- Dispense unruly crowds at public gatherings within Departmental guidelines.
- Render first aide at the scene of accidents, medical assistance calls, domestic violence calls and report findings.
- Direct and control traffic around fires, accidents and other disruptions as needed.
- Warn or arrest person violating the laws and issue tickets to those violators.
- Write and file daily activity reports with their immediate supervisor.
- Assist Investigators in carrying out their functions as Investigators.
- Act as Tribal Police Liaison to the community to enhance good public relations.
- Appear before the courts in regards to cases being adjudicated.
- Assume responsibility for proper maintenance of personal equipment issued to them and vehicles assigned to the office for patrol.
- Adhere to safety practices as it relates to weapons and vehicles assigned to the officer.
- Familiarize themselves with all the rules, regulations and codes of positions to ensure efficient operations.
- Maintain knowledge in the area of drugs/narcotics, ie, 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.

SELECTION CRITERIA FOR LAW ENFORCEMENT OFFICERS

- 1) A written job application providing educational and experience qualifications.
- 2) A background investigation which includes verification of qualifying credentials:
 - a) citizen of the United States
 - b) high school diploma or its equivalent
 - c) verification of at least 3 personal references
 - d) review of criminal record
 - e) at least 21 years of age, not older than 37 when initially hired
 - f) valid drivers license and 5 years of uninterrupted driving experience; the last three being clear
 - g) no felonies
 - h) no misdemeanors within the last 12 months
 - i) no domestic violence related to misdemeanors
- 3) A written examination to determine suitability for law enforcement work
- 4) A psychological evaluation
- 5) An oral interview
- 6) A medical examination and drug testing to determine fitness for duty
- 7) A Physical Efficiency Battery test prior to and periodically during employment to demonstrate an acceptable level of physical fitness for duty.

Upon hiring, applicant must successfully pass basic recruit training and firearms qualifications. Applicant must sign a Code of Conduct and Code of Ethics.

Receiving permanent status, following completion of probationary periods, is contingent upon completion of 40 hours of in-service training.

Candidates selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

Eligibility list is good for one year.

BEHAVIORAL EXPECTATIONS

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.

*****SELECTION PROCESS IS IN ACCORDANCE TO THE ORDINANCE 82-10*****

[Apply on-line](#) or send résumé and cover letter to:

Menominee Indian Tribe of Wisconsin
[Human Resources Department](#)
PO Box 910
Keshena, WI 54135
Fax: 715-799-1364

For more information contact:

[Ben Kaquatosh](#), Human Resources Director
715-799-5145