

# Little Traverse Bay Bands of Odawa Indians

## Job Posting - REPOSTED



**Job Title:** Deputy Law Enforcement Officer  
**Department:** Law Enforcement  
**Reports to:** Deputy Sergeant Enforcement Officer  
**Status:** Non-Exempt  
**Salary Range:** \$19.52 to \$27.32 / (\$40,602 to \$56,826) Annually  
**Level:** B24  
**Opens:** April 24, 2023  
**Closes:** Until Filled

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### SUMMARY:

Patrols assigned area prevents crime or disturbance of peace, and arrests violators by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Familiarizes self with area and with persons living within.
- Notes suspicious persons and establishments and reports to superior officer.
- Reports hazards.
- Disperses unruly crowds at public gatherings.
- Renders first aid at accidents, and investigates causes and results of accident.
- Directs and reroutes traffic around fire or other disruption.
- Warns or arrests persons violating ordinances.
- Issues tickets to traffic violators.
- Participates in public safety educational workshops, etc.
- Patrols assigned areas.
- Writes and files daily activity report with superior officer.
- Other duties as assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### EDUCATION AND EXPERIENCE:

Associates Degree is preferred. Must be State of Michigan Certified and eligible for Bureau of Indian Affairs Certification. The agency may sponsor the candidate for attendance at a recognized MCOLES Police Academy.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of tribal members or employees of our organization.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Michigan Law Enforcement Certification and eligible for Bureau of Indian Affairs Certification. Must have a valid driver's license and be insurable by Tribe's carrier for duration of employment.

**COMMENTS:**

Indian preference will apply. Individual must be able to pass a thorough criminal and financial background investigation. Officers are assigned to **12 hr. patrol shifts with every other weekend off**. Officers are issued an **external vest carrier**.

**BONUSES:**

- Signing Bonus: One bonus of \$3,000 paid after completion of three years of employment with the department.
- Longevity Bonus:
  - A bonus of \$1,500 annually paid after five years of employment with the department.
  - A bonus of \$2,000 annually paid after seven years of employment with the department.