

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Deputy Law Enforcement Officer
Department: Law Enforcement
Reports to: Deputy Sergeant Enforcement Officer
Salary Range: \$19.52 to \$27.32 /(\$40,602 to \$56,826) Annually
Status: Non-Exempt
Level: B24
Opens: May 22, 2024
Closes: Until Filled

SUMMARY:

The Little Traverse Bay Bands of Odawa Indians Police Department is currently seeking qualified applicants for 3 full-time police officer positions. The Department provides police services for its tribal citizens and visitors to the reservation area, which is spread out over several counties in both the lower and upper peninsulas of Michigan.

For those with experience, we offer lateral transfer pay. For those without experience, we offer sponsorship through the academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Investigate reports of crimes, accidents, and other incidents.
- Gather, protect, and process evidence.
- Enforce tribal codes as well as state federal laws, making arrests where appropriate; processing and protecting prisoners as required.
- Provide traffic and parking enforcement, and traffic control.
- Responding to other calls for service, such as motorist assists, etc.
- Complete all necessary reports, tickets, forms, and in-house paperwork as required.
- Check out suspicious subjects, vehicles, and situations.
- Serve subpoenas and other documents as required.
- Do court work as required, including obtaining warrants and testifying in Tribal, State and Federal Courts.
- As appropriate, conduct property checks of businesses, public buildings and areas, and private homes.

- Provide preventive patrols.
- Work cooperatively with staff at two Tribal Casinos, other local law enforcement agencies as well as Federal law enforcement personnel.

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 preferred.

LANGUAGE SKILLS:

Must be able to read and write the English language.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must have a valid driver's license, satisfactory driving history, and be insurable by Tribe's carrier for duration of employment.

- MCOLES Licensed, Licensable (Academy Graduate) or attend an MCOLES-licensed academy.
- Must pass testing to obtain a Special Law Enforcement Credential through the Bureau of Indian Affairs within one year of hire.

WORK ENVIRONMENT:

- 24-hour coverage with twelve hour shifts
- All uniforms and equipment provided.
- Uniform dry cleaning provided.
- Facial hair and tattoos permitted.
- External load-bearing ballistic vests.

COMMENTS:

- Indian preference will apply.
- Must be a U.S. citizen and be 18 years or older at the time of employment.
- No felony convictions and/or disqualifying criminal history.
- Ability to pass comprehensive background investigation which includes physical and psychological testing.
- Ability to comply with all state and municipal requirements.

BENEFITS:

- 401k with governmental match
- Health Care available through payroll deduction
- Dental and Optical provided at employer expense

- Employer paid Life Insurance
- Employer paid Disability Insurance
- Ten (10) paid Holidays
- Paid Time Off (PTO) earned each pay period, amount goes up with longer service
- Emergency Leave (Funeral, Jury Duty, and Military)

BONUSES:

- Longevity payment of \$1,500 each year after five years continuous service and \$2,000 after seven years continuous service
- Sign on bonus of \$3,000 paid at completion of third year of employment

HOW TO APPLY:

Visit <https://ltbbodawa-nsn.gov/departments/human-resources-department/job-opportunities/>

Contact: LTBB Human Resources Department

Telephone: 231-242-1555

Email: hr@ltbbodawa-nsn.gov