

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **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

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Police Sergeant  
**POSITION NUMBER:** 00343  
**DEPARTMENT:** Police  
**LOCATION:** 2783 Freedom Rd Oneida WI  
**DIVISION:** Non Divisional  
**RESPONSIBLE TO:** Lieutenant  
**SALARY:** NE15 \$23.64/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** November 16, 2011  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** November 23, 2011  
**Proposed Start Date:** As Soon As Possible

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin 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**

Provide guidance and leadership to Police officers and creates 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. Supervise and schedule the activities and personnel of appointed law enforcement divisions. Approve Kronos time records for employees.
2. Improve staff effectiveness by coaching, counseling, training and taking disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and performance in a timely manner.
3. Perform weekly squad and patrol related equipment inspections.
4. Supervise, coordinate and participate in the development and implementation of community relations and crime prevention programs.
5. Protect the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments. Interviews persons with complaints or inquiries and takes appropriate action.
6. Respond to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secure the scene of the crime.
7. Conduct investigations, gathers evidence, obtains witnesses, and make arrest as required by applicable laws.
8. Testify in court to present evidence or testify against persons accused of criminal activity.
9. Conduct investigations in vice activities, narcotics, traffic, burglary or reported incidents as assigned.
10. Conduct routine checks of local businesses, residences, government agencies and properties. Investigate specific areas or condition causing juvenile delinquency.

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### **Police Sergeant**

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

11. Obtain information through interviews, observation, and interrogation of suspects and witnesses to establish facts.
12. Transport violators to jail and service subpoenas.
13. Maintain positive relations with community members and agencies by educating and informing on safety and law enforcement and other topics.
14. Maintain appropriate documentation on incidences as required by policies and procedures. Generates reports as needed.
15. Communicate with local, state, regional and outside agencies and associations; acts 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. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. 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; use hands to finger, handle, feel; reach with hands and arms; and talk and hear; sit; climb or balance; and 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. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty 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 police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
4. Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles. Proficient in firearm safety.
5. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
6. Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.
7. Skill in problem solving, human relations, and time management.
8. Skill in directing investigative, community and public relations, crime prevention, and support activities.
9. Skill in providing leadership to and evaluating the work of subordinate staff.
10. Skill in evaluating operations and programs to determine if they meet the Oneida Nation's needs.
11. Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
12. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
13. Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
14. Ability to work extended hours and various work schedules, including evenings, weekends and holidays.
15. Ability to respond to community issues and concerns with a high level of sensitivity.
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.

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### **Police Sergeant**

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#### **STANDARD QUALIFICATIONS: (Cont)**

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 Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
25. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
26. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Tribe's Vehicle Drivers 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. Bachelors Degree.
2. Associates Degree in Criminal Justice or closely related field.

#### **MINIMUM QUALIFICATIONS:**

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Associates Degree or sixty (60) college credits.
3. Five (5) years of law enforcement experience.
4. Must possess a Police Recruit Academy Training Certification and become certified as a Wisconsin law enforcement officer.
5. Must reside within a twenty (20) mile radius of the Oneida Reservation within three (3) months after employment.
6. Must successfully pass prior to employment:
  - a. Physical agility test
  - b. Physical examination
  - c. Psychological examination

#### **ITEMS TO BE SUBMITTED:**

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