



<b>Employee Job Description</b>		
<b>Position Title: St. Croix Tribal Police Officer</b>		
<b>Position ID #</b>		
<b>Facility: Criminal Justice Building</b>		
<b>Job Family: Tribal Police Department</b>	<b>Comp Grade: Q - 3</b>	<b>Status: FT</b>

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

- Perform police work on the St. Croix reservation lands.
- Write detailed reports and testify in court.
- Make arrests and gather any evidence
- Exercise independent judgement when faced with emergency situations.

**Job Duties:**

- Conduct random patrol on tribal lands within Burnett, Barron, and Polk County.
- Maintain public peace and safety
- Respond to emergency situations and aid the public.
- Serve and enforce tribal court papers.
- Apprehend and transport arrested suspects.
- Prepare detailed reports and have knowledge of evidence gathering and collection.
- Maintain a good working relationship with other law enforcement agencies.
- Attend trainings and maintain certification in firearms, taser, EVOC and other assigned certifications.
- Other duties as assigned per the Police Chief or Supervisor
- Other duties listed on the job description.

**Directly Reporting to: Patrol Sergeant**

**Physical Demands/Environment Factors:**

- Extensive driving and sitting for long periods of time
- Have the ability to restrain unruly person
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Will be required to work in all types of weather

**Minimum Qualifications**

- High school diploma.
- Associates Degree in Law Enforcement or Criminal Justice with the completion of 720 mandatory Police Academy.
- Excellent verbal de-escalation skills.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all employees and the general public.
- Requires effective presentation, verbal and written communication skills.
- Requires significant use of personal computer, phone and general office equipment

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.