

POSITION DESCRIPTION

POSITION: POLICE OFFICER (*Part-Time*)
DEPARTMENT: Bay Mills Police Department **GRADE:** DOE
REPORTS TO: Chief of Police **STATUS:** Non-Exempt

POSITION SUMMARY:

Perform the duties of law enforcement in the preservation of the peace, detection, prevention, and investigation of crimes, the protection of the environment and wildlife. The arrest or apprehension of violators, and the provision of assistance to citizens in emergency situations, include the protection of civil rights.

ESSENTIAL FUNCTIONS:

1. To enforce the laws and ordinances of the Bay Mills Indian Community, the State of Michigan, and the United States.
2. To institute legal action in the form of summons or arrest of those persons in violation of the law.
3. To work towards the prevention and suppression of crime.
4. To investigate thoroughly and promptly all complaints received and/or assigned.
5. To conduct criminal investigations and to preserve, protect and process crime scenes as required.
6. To testify and appear in court and/or judicial or administrative hearings may be required.
7. To thoroughly prepare all complaints and reports for any further legal proceedings or for compliance with directives of the Department.
8. To interview suspects, prisoners, and witnesses as may be required.
9. To inspect all Department equipment prior to duty and to report, in writing, any damage or unserviceable equipment.
10. To represent the Department and the law enforcement profession in a respected and competent manner.
11. To maintain the confidentiality of all Department records and documents.
12. To perform Conservation Enforcement duties as needed.
13. Be available to be called to duty at any time.
14. Other duties may be assigned within the scope and complexity of this position's essential functions.
15. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Director.
16. Must be able to fill in road patrol shifts when officers take vacation/sick leave or when a shift needs to be filled or as directed by the Chief of Police.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk, sit and stand. Occasionally the employee must squat, crawl, kneel, bend, crouch, balance, push/pull, and climb heights of about 10ft, with frequent reaching above shoulder level. The employee must occasionally lift and/or move up to 100 pounds, with frequent lifting and/or moving up to 10 pounds. The employee is required to use hands and feet for repetitive movement. The job also requires the employee to be around moving machinery, drive automotive equipment, and may be exposed to dust, fumes, gases, and changes in temperature and humidity.

POSITION REQUIREMENTS:

1. High school diploma or equivalent required.
2. Must be MCOLES certifiable at time of hiring and able to obtain Tribal and Special Law Enforcement Commission certification within 1 year.
3. Must be at least 21 years of age.
4. Must have a valid Michigan's driver's license with an excellent driving record.
5. Must submit to a full background investigation and complete the full adjudication process.
6. Must satisfactorily pass any written, physical, drug, psychological and/or other testing deemed necessary by Law Enforcement.
7. Must never have been convicted of a felony or have a criminal history background that would reflect poorly on this position.
8. Must be able to carry and use duty weapon and qualify with weapons semi-annually.
9. Excellent communication skills required.
10. Must have an excellent past work record as demonstrated through past employer references.
11. Must have demonstrated a strong moral character as demonstrated through personal character references.
12. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8528

recruitment@baymills.org

Subject: BMPD PT Police Officer

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**