

## **POSITION DESCRIPTION**

**POSITION:** TRIBAL DETECTIVE / INVESTIGATOR      **POSTING DATE:** 4-6-18

**LOCATION:** S/M Reservation and Other Assigned Areas. **CLOSING DATE:** 4-13-18

**SALARY: 19.88      Negotiable**

PAYGRADE:6

## **TABLE OF EQUIVALENCIES: Applies towards experience**

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

## **GENERAL REQUIREMENTS:**

The Tribal Detective / Investigator will be responsible for the investigation of assigned criminal cases. Will also perform background investigations and provide investigative support to the tribal police officers. The Tribal Detective / Investigator shall function under the terms of the current Shawano County / Stockbridge-Munsee Law Enforcement Agreement. Supervision will be from the Chief of Police.

## **STANDARD QUALIFICATIONS:**

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
  2. Must be at least 18 years of age, unless otherwise stated on job description
  3. Must maintain an acceptable departmental attendance record
  4. Must be able to work weekends, nights and holidays
  5. Must obtain and maintain Elder/Youth License as stated on job description.

**DUTIES/RESPONSIBILITIES:**

1. Conduct criminal investigations for the Stockbridge-Munsee Police Department under the terms of the current Law Enforcement Agreement with Shawano County.
  2. Prepares and maintains various records and reports relative to assigned cases; maintain daily and monthly activity reports.
  3. Prepare detailed and concise reports required for the successful prosecution of criminal cases.
  4. When called to investigate a crime, will assume control and supervision of the investigation and crime scene unless relieved of such responsibility by the Chief of Police.
  5. Conduct interviews and interrogations consistent with federal and state law and department policy.

6. Collect, photograph, diagram, and preserve physical evidence, log and store evidence consistent with department standards, package evidence for transport to various laboratories, analyze certain evidentiary items.
7. Conduct background investigations when needed.
8. Communicate with other law enforcement agencies relative to criminal activity in different jurisdictions.
9. Establish and maintain a crime-reporting database utilizing investigative reports and arrest records, cross referencing both the tribal court and Shawano County Circuit court systems with the intent of formulating a strategic plan that will facilitate tribal enforcement efforts.
10. Must maintain an acceptable departmental attendance record.
11. Must be reliable and available for call out.
12. Must attend all training assigned by the Chief of Police.
13. Must attend all meetings assigned by the Chief of Police and become an active member of the NADGI Task Force.
14. Must adhere to all established rules, regulations, procedures and policies of the Stockbridge-Munsee PD and Community.
15. Must participate in the employee random drug testing program
16. Be in charge of the department's evidence.
17. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
18. 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.

## **QUALIFICATIONS:**

1. The applicant must have the State of Wisconsin Law Enforcement Certification and meet the qualifications of the SCSD if deputized.
2. The applicant must have a valid Wisconsin Drivers License, free of restrictions that would prevent normal law enforcement duties.
3. The applicant must have a working knowledge of State and Federal Criminal Codes and County Ordinances.
4. The applicant must have a working knowledge of laws of arrest, search and seizure, as well as a working knowledge of the rules of evidence.
5. The applicant must have a working knowledge of evidence collection and preservation relating to latent prints, DNA and digital photography.

6. The applicant must have a working knowledge of how to perform interviewing and interrogations.
7. The applicant must possess a working knowledge of computers and computer equipment with specific knowledge in Spillman and ACISS systems preferred.
8. Must be able to be given access to the Shawano County Sheriff's Department Spillman computer system and the State of Wisconsin ACISS system.
9. The applicant must possess a clear criminal background and be able to meet or exceed the hiring standards for the Stockbridge-Munsee Police Department.
10. The applicant must possess at least 4 years full-time professional law enforcement work experience upon application deadline.
11. The applicant must possess at least 60 college credits, with an Associate Degree in Criminal Justice or Police Science preferred.
12. The applicant will be required to attend and successfully complete all assigned training as needed to enhance and maintain job performance skills.
13. Must sign a five year employment agreement.
14. Must pass the BIA medical and physical agility test.
15. Must be able to lift a minimum of 70 pounds on a frequent basis and move up to 200 pounds occasionally.
16. Must be able to perform such activities as walking for one mile or more, at times over rough terrain and through the woods, sitting, standing, bending, climbing, reaching, stretching and or working in inclement weather for long periods of time, driving for long periods of time and frequently.
17. Must be able to work various shifts to include weekends and nights and be subject to call in on short notice.
18. Must pass a psychological assessment and test.
19. Must be able to successfully complete a one year probationary period.
20. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
21. Must pass pre-employment drug and health screening and comprehensive background investigation. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
22. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
23. Must abide by departmental and organizational safety, testing, and uniform guidelines.

24. Must be able to meet physical requirements of position.
25. Must be eligible for coverage under the employer's liability insurance.
26. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

Submit application to: Human Resource Department  
Stockbridge-Munsee Community  
N8705 MohHeConNuck Road  
PO Box 70  
Bowler, WI 54416

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:  
Revised Position:

Tribal Council Approved:  
Tribal Council Approved:4-3-18

**Apply online at:**  
**[www.mohican-nsn.gov](http://www.mohican-nsn.gov)**