



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> HCN Law Enforcement Officer			<b>JOB CODE:</b> LAWO
<b>GOVERNMENT</b>		<b>EEO:</b> 2	<b>PAY GRADE:</b> 16
<b>NON-EXEMPT</b>	<b>FLEX</b>	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."  
All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The HCN Law Enforcement Officer is responsible for ensuring safety, security and the preservation of life and property by maintaining law and order, enforcing laws and ordinances on HCN land. Solves community problems by fostering open continuous communication and cooperation between the community and law enforcement.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Enforce tribal codes, ordinances and state laws on Ho-Chunk lands and submit monthly report on calls, incidents and reports of any criminal activity.
2. Conduct routine checks of local businesses, residences and government agencies and properties. Will present either verbal or written report regarding incident.
3. Respond to accidents and assist county law enforcement personnel on a daily basis.
4. Provide crime prevention assistance to persons on Ho-Chunk lands on a weekly basis.
5. May be called upon to appear in court to testify on an annual basis.
6. Attends pertinent meetings as assigned or required on a monthly basis.
7. Performs other duties and responsibilities on the land as directed by the Ho-Chunk Nation Chief of Police on a daily basis.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements Operating Plan
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives, Interfaces with regulatory authorities, Interfaces with outside customers, Interfaces with inside customers
Freedom to Act	Operates with significant independence, Subject to general input from supervisor, Subject to regular review by supervisor



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Completed at least a two (2) year Associate Degree from an accredited collegiate or technical college in Criminal Justice or Law Enforcement.

### **ESSENTIAL:**

1. Must not be convicted of any felony or domestic abuse violation or any other conviction in other states that would constitute a felony in the State of Wisconsin in order to qualify for carrying a firearm.
2. Must be able to pass a formal comprehensive background check.
3. Must be a certified law enforcement officer by the State of Wisconsin Training and Standards Board or have the capacity to attain this certification within six (6) months of start of employment.
4. Must maintain residency in one of the 14 county service areas within the Ho-Chunk Nation.
5. Must have a valid Wisconsin motor vehicle operator's license and proper insurance.

### **EXPERIENCE:**

1. Shall have at least two (2) years' experience working in the field of law enforcement.
2. Professional training/experience firing weapons.
3. Experience with defensive driving.
4. Experience operating police equipment, i.e. radios, sirens, maneuvering vehicle during a car chase.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must be able to communicate effectively, both orally and in writing.
2. Must be able to maintain confidentiality in all law enforcement matters.
3. Excellent ability to plan, organize and schedule priorities efficiently and effectively.
4. Must be free of any physical, emotional and/or mental condition that may adversely affect performance of law enforcement duties.
5. Knowledge of all laws which pertain which pertain to the Ho-Chunk Nation, criminal and civil, and knowledge of local, state and federal laws.
6. Ability to exercise sound judgement while evaluating dangerous situations and making emergency decisions.
7. Willing to obtain additional training/education as it pertains to the job position.

## **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

## **WORKING CONDITIONS**

1. Patrolling Ho-Chunk Nation communities and properties on Ho-Chunk Nation lands.