



Bois Forte Band of Chippewa

5344 Lakeshore Drive § Nett Lake MN, 55772 § 218-757-3261/1-800-221-8129

SERGEANT

Position Description

Opens: July 17, 2026 Closes: July 24, 2026			
Department:	Law Enforcement	Reports to (title):	Chief of Police
Job Code:	N-14	Job Location:	Bois Forte Police Department- Nett Lake, MN
Pay Range:	Min: \$22.76 Mid: \$28.45 Max: \$34.15	Supervises:	Patrol Officers
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	06/11/2026
Indian Child Protection Background:	Yes	Revised Date:	06/11/2026
Telecommute:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

A Sergeant ensures safety, security, and the preservation of life and property by maintaining law and order and enforcing laws and ordinances. Solves community problems by fostering open and continuous communication and cooperation between the community and law enforcement. Maintains accountability and confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Protect the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments.
2. Enforce Federal laws and Tribal ordinances by apprehending, arresting, detaining, or citing violators based on observed law violations, investigating complaints, serving arrest warrants, or executing search warrants.
3. Prevent crime and is involved in the department's efforts to promote partnering and crime solving techniques found in community-oriented policing practices.
4. Interview people with complaints or inquiries and direct them to proper authorities if needed.
5. Respond to all incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
6. Respond to calls concerning felonies, emergencies, traffic accidents, drug charges, altercations, and misdemeanors under Federal, State, local and Tribal laws; investigates, apprehends, arrests, and detains all persons charged with violations.

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7. Maintain law and order within the area of assignment by patrolling in a patrol vehicle, investigating suspicious situations, and taking appropriate action.
8. Perform such assignments as working radar on busy highways, participating in night surveillance in high crime areas, and participating in traffic and crowd control activities.
9. Make arrests in cases of crime or misdemeanors and felonies personally witnessed; takes persons arrested to appropriate authorities for booking or formal charging.
10. Serve Federal, State, County or Tribal warrants, subpoenas, and other court papers; testifies at hearings and trials as an expert witness in Federal, State, local or Tribal courts as required.
11. Prepare and submit reports of incidents or traffic accidents, daily and weekly activities, narratives, and statistical reports as required.
12. Patrol in a police vehicle with minimal supervision.
13. Secure crime scenes as needed.
14. Conduct preliminary investigations upon arrival at crime scene involving such crimes as assault and battery, burglary, theft, drunkenness, sexual assault, homicide, driving while intoxicated, etc.
15. Enforce all laws and regulations with his/her authority related to possession, distribution, trafficking, and manufacture of controlled substances.
16. Analyze requests, complaints, or allegations in relation to appropriate laws, rules, regulations, and policies to identify the issues involved and organize an appropriate response.
17. Establish the relationship of facts and/or evidence during the course of an investigation through questioning of principals and witnesses.
18. Participate in preparing written reports, position papers, and other documents.
19. Prepare appropriate reports relating to investigative activities.
20. Participate in oral presentations of reports, briefings, and testimony.
21. Participate as a member of a multi-agency investigative team and as a member of a multi-agency task force.
22. Question subjects and third-party witnesses (formally and informally) and secures evidence from other outside sources to determine nature and extent of violation.
23. Prepare written reports on complex investigations.
24. Apprehend and arrest persons violating U.S. laws and conducts searches and seizures incident to the arrest when appropriate, by warrant.
25. Confer with and assists U.S. Attorneys in preparing information and evidence for trials. Serves Grand Jury subpoenas when directed by the courts.
26. Testify as a government witness before Grand Juries and in the courts in criminal cases, and at administrative hearings in non-criminal cases.
27. You will be required to have Tribal payments made by Direct Deposit.
28. If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered, or you are not eligible for appointment in this agency.
29. Subject to both Bois Forte Tribal Government and Bureau of Indian Affairs policies and procedures.
30. Inform Police Chief of any pertinent information and of any emergency situations that arise.
31. Serve as primary law enforcement officer for all follow-up investigations.
32. Inspect officer reports and approves.
33. Conduct tribal police employee evaluations.
34. Maintain accountability of all tribal police assets.
35. Supervise tribal patrol officers.
36. Mediate conflicts within the department personnel
37. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Three years of verifiable experience as a patrol officer.
- Education:
- High school diploma or equivalent GED.

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- License/Certification:
- Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.
 - Must be Police Officer Standards and Training (POST) eligible, POST certified, or certified through the Indian Police Academy or Federal Law Enforcement Training Center or must be able to attend and successfully complete the Indian Police Academy.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Knowledge of traditional form, function, and structure of government and Tribal customs and traditions.
 - Knowledge of applicable Federal, State, County, and local laws, regulations, and requirements.
 - Knowledge of law enforcement and public relations activities.
 - Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
 - Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles; proficient in firearm safety enforcement/regulatory agencies, departmental staff, Tribal officials, and the public.
 - Knowledge of business English, proper spelling, grammar, and punctuation.
 - Knowledge of basic use of all firearms used in performing the work in this position. (Must maintain firearms qualifications bi-annually).
 - Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
 - Ability to independently respond to calls of service or serious crimes and strictly follow policy and procedures.
 - Ability to communicate effectively, both verbally and in writing.
 - Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
 - Ability to give and receive orders, follow instructions in verbal and written format.
 - Ability to work as a team member in a structured working environment.
 - Ability to maintain confidentiality, demonstrate moral character, honesty, tact, fairness, lack of prejudice and a desire to help when dealing with people.
 - Ability to analyze situations and adopt appropriate courses of action.
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
 - Ability to comprehend, retain, and recall factual information, and learn and apply acquired skills and techniques for the performance of assignment duties.
 - Ability to protect the public and enforce the laws with due regard for the rights and safety of individuals, preservation of property, and maintenance of good community and interpersonal relationships in compliance with established laws, policies, procedures, and regulations.
 - Ability to integrate training, experience, and common sense sufficient to identify potentially 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.
 - Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
 - Ability to perform other duties as assigned.
 - Ability to handle crisis situations and intervene, respond and function in highly stressful, or difficult situations and/or individuals, to deescalate individuals/families in uncooperative situations.
 - Ability to accept the dangers and stresses, regimentation, discipline, and time demands of sergeant work.
 - Must be at least 21 years of age.
 - Must be a competent driver with a good driving record and must possess a valid driver's license.

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- Must have and maintain a clean record, with no convictions for felonies or the equivalent high misdemeanors in jurisdictions which do not categorize serious crimes as felonies.
- Must not have any convictions of domestic violence nature.
- Must attend training as determined by the Chief of Police.
- Must work multiple shifts.
- Must be on call 24/7 to respond to calls of service when required by the agency.
- No driving under the influence of convictions in the past 5 years.
- Required to successfully complete the BIA Indian Police Academy within one year of employment or the next available class that is scheduled.
- Willing to sign a 3-year contract to stay with the department after completion of BIA Indian Police Academy certification training.
- Willing to attend the 18-week Basic Police Officer program at the Indian Police Academy or a comparable law enforcement program and successfully complete the program.
- Complete a field training program.
- Write clearly, concisely, and complete reports in a timely manner.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills using available training and help desk.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Associates Degree in Criminal Justice, Police Science or closely related field.
- A minimum of five years consecutive experience as a Police Officer.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

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OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.