



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

LIMITED TERM EMPLOYEE JOB ANNOUNCEMENT

LCO Tattoo and Body Piercing Regulator

Position Description:	LCO Tattoo and Body Piercing Regulator - Event
Posting Date:	October 14, 2026
Closing Date:	Open Until Filled
Salary:	D.O.Q.
Hours:	8 hours
Location:	LCO Tribal Administration Bldg.
Department:	Tribal Government Administration
Supervisor:	Executive Director or Designee
Administration:	LCO Tribal Government Personnel Policies and Procedures Manual

Position Description:

Under the direct supervision of the Executive Director or designee, the Tattoo and Body Piercing Regulator shall administer and carry out the inspection, licensing review, compliance, and public health duties assigned under Chapter PHS.7 of the Lac Courte Oreilles Tribal Code of Law. The Regulator is responsible for inspecting tattoo and body piercing practitioners and establishments, including temporary establishments and event vendors; reviewing applications and credentials; documenting compliance and violations; maintaining regulatory records; and coordinating corrective or enforcement action with the appropriate Tribal authorities. The Regulator shall exercise objective professional judgment, maintain confidentiality, and perform other duties as assigned.

The individual selected must receive any designation or authority required by the Tribal Governing Board before independently exercising statutory authority assigned to the Tattoo and Body Piercing Regulator or Division under Chapter PHS.7.

Qualifications:

1. Must satisfy at least one of the statutory qualification paths required by Chapter PHS.7:

**LCO Tribal Government
Human Resources Dept
Tattoo & Body Piercing Regulator**

- a. Recognition by the National Environmental Health Association as a Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS); OR
 - b. Current Bloodborne Pathogen Certification and Biohazard Disposal Certification; OR
 - c. Current Wisconsin licensure or certification as a nurse, nurse practitioner, or physician.
2. Must have a High School Diploma or equivalent. An Associate or Bachelor degree in environmental health, public health, nursing, health sciences, biology, occupational health, infection prevention, or a related field is preferred.
 3. Tribal preference applies.
 4. Knowledge of, or ability to become proficient in, infection control, universal precautions, bloodborne pathogen prevention, sterilization, disinfection, sharps handling, and biohazard or regulated-waste disposal.
 5. Ability to read, understand, interpret, and consistently apply Tribal ordinances, regulations, policies, technical standards, and written procedures.
 6. Ability to conduct objective inspections and investigations, recognize health and safety violations, and accurately document observations and findings.
 7. Ability to prepare clear written inspection reports, correspondence, findings, recommendations, and other regulatory records.
 8. Proficiency in working with computers, including word processing, spreadsheets, email, electronic records, and other software programs used by the Tribe.
 9. Ability to communicate professionally with practitioners, business owners, Tribal officials, law enforcement, attorneys, event organizers, co-workers, and the general public.
 10. Must demonstrate sound judgment, attention to detail, impartiality, organization, and the ability to maintain strict confidentiality regarding records and sensitive information.
 11. Must possess a valid driver license and meet applicable Tribal driving and insurance requirements.
 12. Must be able to travel locally and work occasional evenings, weekends, or special-event hours when inspections or temporary events require it.
 13. Professional attire is required.
 14. Must demonstrate good attendance and reliability.
 15. Must be able to pass a pre-employment drug screen and background check.
 16. Must maintain all certifications, licenses, and credentials necessary to perform the statutory duties of the position.

Duties and Responsibilities:

1. Regulatory expectations include but are not limited to:
 - a. Receive, review, and evaluate applications and supporting materials for permanent and temporary tattoo establishments, body piercing establishments, tattooists, and body piercers; verify required licenses, training, certifications, and other credentials.

**LCO Tribal Government
Human Resources Dept
Tattoo & Body Piercing Regulator**

- b. Conduct pre-license, annual, routine, follow-up, complaint-based, and other authorized inspections and investigations of regulated practitioners and establishments.
- c. Inspect temporary establishments, booths, practitioners, and vendors operating at conventions, celebrations, special events, Sevenwinds Casino, Lodge & Conference Center, and other locations subject to Tribal jurisdiction.
- d. Inspect facilities and operations for compliance with sanitation, cleanliness, handwashing, potable water, sewage, lighting, plumbing, procedure-area, equipment, storage, and other facility requirements established by Chapter PHS.7.
- e. Evaluate infection-control practices, including universal precautions, bloodborne pathogen prevention, personal protective equipment, disinfection, sterilization, autoclave operation, biological or spore testing, sterile storage, single-use equipment, sharps handling, and biohazard or infectious-waste disposal.
- f. Inspect tattoo pigments, needles, piercing equipment, related supplies, practitioner hygiene and skin condition, procedure-site preparation, post-procedure care, and compliance with prohibitions involving alcohol or mind-altering substances.
- g. Review patron and establishment records authorized for inspection under Tribal law, including consent documents, age and parental or legal-guardian requirements, practitioner identification, sterilization records, adverse-effect information, and required record retention.
- h. Develop, review, update, and approve informed-consent forms, inspection forms, checklists, notices, and other administrative materials needed to carry out the regulatory program.
- i. Prepare licensing findings and recommendations for permanent establishments and practitioners; make temporary licensing decisions when specifically authorized by Chapter PHS.7; verify licenses are current and properly displayed; and track renewals and regulatory deadlines.
- j. Identify and document violations; prepare or support notices of violation, corrective-action requirements, compliance deadlines, license actions, and follow-up inspections as authorized by Tribal law.
- k. Evaluate conditions that may present an immediate danger to public health and promptly report and recommend restrictions, temporary orders, or cessation of operations when necessary and authorized by Tribal law.
- l. Maintain organized licensing, inspection, complaint, enforcement, correspondence, photographic, and other regulatory records and protect confidential or sensitive information.
- m. Investigate complaints and reports of unlicensed or unsafe tattooing or body piercing; interview appropriate persons and preserve documentation necessary for administrative or Tribal Court proceedings.
- n. Coordinate with the Executive Director, Tribal Governing Board, Office of the Attorney General, LCO Law Enforcement, Sevenwinds Casino, Lodge &

**LCO Tribal Government
Human Resources Dept
Tattoo & Body Piercing Regulator**

Conference Center, and other Tribal departments or programs; assist with enforcement actions, appeals, hearings, and Tribal Court matters; and testify when required.

- o. Provide accurate regulatory information and technical assistance to practitioners, operators, event organizers, and the public without compromising regulatory independence.
- p. Prepare reports concerning licensing, inspections, violations, compliance trends, and public-health concerns and recommend procedural or ordinance changes when appropriate.
- q. Maintain professional competency regarding tattoo and body piercing practices, environmental health, bloodborne pathogens, sterilization, and applicable Tribal regulatory standards.
- r. Perform additional duties or miscellaneous administrative and regulatory duties as assigned by the supervisor consistent with Chapter PHS.7 and Tribal policy.

Application Procedure & Requirements:

- 1. Completed LCO Employment Application, including Release and Authorization form (included in application)
- 2. Cover Letter (Letter of Interest)
- 3. Resume
- 4. Copies of licenses, certifications, or other documents supporting the qualifications listed above.
- 5. Any other supportive documents.
- 6. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

Application Procedure & Requirements:

- 1. Complete LCO Employment Application, including Release & Authorization Form
- 2. Cover Letter of Interest
- 3. Resume
- 4. Other supportive documents
- 5. Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

HR Fax (715) 699-1209

doreen.debrot@lco-nsn.gov

caroline.yellowthunder@lco-nsn.gov

marilyn.isham@lco-nsn.gov

***Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies and Procedures Manual.***