The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 09/13/21
Until filled

EXEMPLARY X
NON-EXEMPLARY ___

POSITION DESCRIPTION

POSITION: TRIBAL CHIEF OF POLICE

RESPONSIBLE TO: General Manager

SALARY: Step Range: 37-56; Full Benefits
Salary Range: $75,355 - $132,136
Hourly Range: $36.23 - $63.53

CLASSIFICATION: Professional/Management, Regular, Full-time

LOCATION: The Klamath Tribes
Public Safety Department
Chiloquin, Oregon

BACKGROUND: P.L. 101-630 (Indian Child Protection)
P.L. 90-618 (Gun Control Act)
P.L. 101-647 (Crime Control Act)

POSITION OBJECTIVES

The Klamath Tribes are seeking a highly professional individual to help establish and direct a newly established Tribal Public Safety Department. The Tribal Chief of Police shall have primary responsibility to uphold sovereignty, self-governance, treaty rights and jurisdiction that upholds strict Tribal control over law enforcement activities within our traditional homelands and waterways.

Responsible for the implementation, orientation and training on Tribal principles, including Tribal regulatory authority through Tribal code of law, ordinances and Tribal Government initiatives.

As this is a new department the Chief of Police will initially be tasked with building the department, shaping the roles and other groundwork. Under the general guidance and
administrative control of the General Manager, employee performs the overall strategic planning, execution, and evaluation of The Klamath Tribes’ Public Safety Department programs and services with strict adherence to applicable Tribal and Federal laws, regulations, policies, and procedures.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Develop, implement, and regularly update a comprehensive Public Safety Plan in conjunction with the General Manager and Tribal Council to ensure services provided are in line with the Tribes’ Strategic Plan.

2. Responsible for strategic planning, organizing, directing, supervising, and managing all functions arising in the course of Public Safety Department development.

3. Seek innovative ways of providing program services to Tribal Members.

4. Ensure the Tribal Membership is informed of services provided by the Public Safety Department and how to access those services by providing informational seminars to the Tribal population on an annual basis.

5. Present new regulations to the Tribal population prior to implementation to ensure the Tribal membership is aware of the regulation and the effective date.

6. Manage existing grants, contracts, and MOU's in compliance with applicable Tribal and Federal laws, regulations and policies. Provide grant reporting as required.

7. Develop, amend, and/or recommend new Public Safety policies for adoption by the Tribal Council.

8. Uniformly administer approved Public Safety Department policies and written standard practices without bias.

9. Develop the Public Safety Department Budget, and monitor expenditures to remain within established budgetary constraints. Prepare justification for purchases and long-range plans for future program needs.

10. Work closely with diverse groups/individuals ranging from Tribal Council to the general public to effectively manage Tribal Public Safety Department in meeting the needs of the Tribe.

11. Ensure patrol of land and usual and customary fishing and hunting areas within reservation boundaries and enforce applicable Tribal Laws, Regulations, and Resolutions.
12. Maintain necessary communications and coordination with Tribal, State and Federal law enforcement agencies, and work closely with State, County, and City law enforcement agencies to resolve jurisdictional and cross-deputation issues.

13. Provide superior leadership to ensure a commitment to service excellence that promotes community trust, accountability, and professionalism. Successfully collaborate on cross-jurisdictional situations and cooperative endeavors.

14. Responsible for ensuring departmental policies and procedures are adequate to uphold departmental objectives, community needs, Sovereignty, Self-governance, Treaty Rights and Jurisdiction. Consult with other applicable departments/programs in the development of departmental policies and procedures.

15. Ensure compliance and adherence to policies and procedures through supervision and evaluation of Public Safety Department employees.

16. Perform supervisory personnel management responsibilities; including overseeing and appraising employee performance, hearing and resolving complaints, scheduling and granting leave, and advocating appropriate recognition.

17. Serve as the chief investigator; direct and manage the investigation of complex and varied Felony and Misdemeanor criminal cases, involving both geographically isolated and densely populated areas.

18. Insure all investigations are properly conducted and documented with prescribed guidelines regarding time frames, deadlines and formats.

19. Provide sufficient documentation and make recommendations of possible solutions to the Tribal Council to resolve community complaints.

20. Develop and institute adequate and progressive training programs for all Department employees.

21. Ensure adequate staffing and appropriate assignments for law enforcement staff.

22. Arrange and supervise special services for all community gatherings, or other special occasions requiring special security needs.

23. Provide effective reporting (monthly, quarterly, annually) to supervisor and Tribal Council, upon request.

24. Attend meetings (e.g. Tribal Council, General Council, Klamath Indian Game Commission and other applicable meetings) pertaining to issues/topics related to law enforcement, Victims of Crime, and Natural Resources, as directed.
25. Direct ongoing research into new law enforcement technologies and trends, and recommends implementation of programs and equipment to help the department achieve objectives more efficiently.

26. Follow all directives, laws and ordinances of the Tribe, and applicable Federal and State laws, policies and procedures of The Klamath Tribes Public Safety Department and ensure staff compliance.

27. Testify in Tribal, State, and Federal courts in response to subpoenas and summons

28. The incumbent will be called upon to accomplish other tasks within the scope of work.

SUPERVISORY CONTROLS

All major duties are performed with minimum supervision from the General Manager who defines and establishes overall program objectives and operation and specifies resources available. These duties are performed using sound judgment and a comprehensive understanding of the operational environment of this position.

This position description outlines the overall Tribal and/or program objectives and priorities. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

This position directly supervises the department staff under chain-of-command.

KNOWLEDGE, SKILLS, ABILITIES

Sensitivity to Klamath, Modoc, and Yahooskin cultures, traditions, customs and to the socioeconomic needs of our Tribal Community.

Ability to supervise staff, to plan, organize, effectively communicate, and direct a work environment of considerable variety.

Ability, knowledge and skill to prepare and administer budgets, to provide financial guidance and assistance, and administer contracts in accordance with established policies, rules, and regulations.

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.
Must be able to maintain confidentiality of sensitive program files and information.

Knowledge of laws, regulations, practices, and procedures of law enforcement and police work, including State and Federal Indian Law.

Knowledge of investigative techniques to adequately handle complaints and incidents which may entail performing initial investigative actions prior to transferring situation authority to other investigators.

Ability to analyze complex problems; evaluate a situation, respond correctly applying appropriate Tribal codes, Tribal and departmental policies, discretion and common sense.

Excellent communication skills, leadership abilities and aptitude, as needed, to carry out assigned tasks.

**QUALIFICATIONS, EXPERIENCE, EDUCATION**

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; only required when applicant doesn’t have a college degree.)*

- **REQUIRED** to possess a Bachelor Degree, preferably with a concentration in Criminal Justice, Law Enforcement and/or Public Administration or closely related field with preference in a minor in Native Studies; **OR** 10 years of law enforcement experience may substitute for degree requirement. *(Must submit copy of transcripts with application for consideration.)*

- **REQUIRED** to have at least ten years law enforcement experience, as gained by substantial service in a primary law enforcement officer position, or equivalent experience.

- **REQUIRED** to have four years of progressively responsible experience in an administrative capacity with direct supervisory experience.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver’s License, (out of State applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes’ vehicle insurance policy. *(Must submit copy of driver license with application.)*
• **REQUIRED** to complete the Oregon Department of Public Safety Standards and Training (DPSTT)

• **REQUIRED** to achieve DPPST Executive Level within two years from date of hire.

• **REQUIRED** to attend a six-week FLETC Criminal Investigator Training Course, when course is available.

• **REQUIRED** to possess and maintain a valid ALCS and CPR certifications within 90 days of hire.

• **REQUIRED** to be available to work rotating shifts (days, swings and graves), weekends, holidays and overtime as required.

• **REQUIRED** to adhere to The Klamath Tribes alcohol and drug free workplace policy.

• **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

• **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

**Preferred Qualifications:**

• Indian Police Academy (IPA) Basic Police, preferred.

• Tribal Law enforcement experience, preferred.

• Positive working experience with Native Americans in a related field, preferred.

**FIREARMS REQUIREMENT**

This position requires that the incumbent meet initial and continuing qualifications in the use of firearms as outlined in the Gun Control Act of 1968, amended by the Lautenberg Amendment of 1996. An applicant whose background includes any of the following will be ineligible for consideration: 1) convicted of a crime punishable by imprisonment exceeding one year; 2) has any outstanding warrants or is a fugitive from justice; 3) unlawful user of or addicted to any controlled substance; 4) adjudicated as a mental defective or has been committed to a mental institution; 5) illegally or unlawfully in the United States; 6) renounced U. S. citizenship; 7)
subject to a court-ordered restraining order from harassing, stalking, or threatening an intimate partner or child; or 8) convicted of a misdemeanor crime of domestic violence.

**MEDICAL REQUIREMENTS**

The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard too himself/herself, or others is disqualifying.

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit Tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624
IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

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