



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

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

OPEN: 06/13/23  
CLOSE: 06/30/23

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### POSITION DESCRIPTION

**POSITION:** TRIBAL POLICE OFFICER

**RESPONSIBLE TO:** Chief of Police

**SALARY:** Step Range: 25-44; Full Benefits  
Salary Range: \$56,024 - \$98,238  
Hourly Range: \$26.93 - \$47.23

**CLASSIFICATION:** Non-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 Tribal Police Officer shall have primary responsibility to uphold sovereignty, self-governance, treaty rights and jurisdiction that upholds strict Tribal control over enforcement activities within our traditional homelands and waterways.

Serves as first line public safety officer for the Tribes', reservation, businesses, Tribal programs and all properties on both fee and trust land. Under direction of the Tribal Chief of Police, participates in the work of law enforcement, patrol, traffic, Tribal community relations, investigations, crime prevention, special projects, and coordination and/or assisting other tribal, federal, state, county, and city departments.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Patrol land (both fee & trust), and usual and customary fishing and hunting areas within current and former reservation boundaries to enforce applicable Tribal laws, regulations, and resolutions.

2. Provide traffic safety patrols, DUI patrols and enforcement, accident investigations, and parking lot patrols of Tribal offices and businesses.
3. Conduct law enforcement work assignments, patrol, investigations, traffic enforcement, crime prevention activities, and write police reports.
4. Assist other law enforcement agencies, fire department, and federal agencies with law enforcement activities on Tribal Lands and businesses.
5. Serve arrest and search warrants, summons, subpoenas, traffic citations, civil processes, and serve as Bailiff when Tribal Court is in session; as assigned.
6. Respond to calls for law enforcement service, traffic accidents, crimes in-progress, emergency aid, and back up for other officers, agencies, and security staff.
7. Conduct criminal, traffic, and civil investigations for crimes in-progress and in-depth investigations of crimes effecting Tribal operations, casino operations, and other crimes or activities committed against the Tribe and businesses on the reservation.
8. Protect crime scenes, conduct crime scene searches, gather-collect and safe guard evidence, and follow guidelines contained in policies and law.
9. May be assigned internal investigations, complaints against officers and staff or other internal personal investigations as assigned by the Tribe.
10. Assist in the development of Tribal community safety classes, public relations courses, and safety classes for employees of Tribal Programs.
11. Follow all directives, laws and ordinances of the Tribe, and applicable federal laws and state laws, policies and procedures of The Klamath Tribes Public Safety Department.
12. Report to duty in a professional manner by maintaining work punctuality and attendance, including mandatory training/meeting sessions.
13. Maintain a positive and productive working relationship with co-workers, all job contacts, the general public, governmental and public agencies, and private organizations.
14. Maintain a high degree of personal ethical standards and law-abiding conduct in accordance with the Code of Conduct, on and off duty.
15. Testify in Tribal, State, and Federal courts in response to subpoenas and summons.
16. 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 Tribal Chief of Police 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.

## **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of the application of Federal Indian Law in Indian Country.

Knowledge of laws, regulations, practices, and procedures of law enforcement and police work.

Knowledge of Tribal, state, and federal criminal laws, including procedures, regulations, guidelines, and precedents related to admissibility of evidence and prosecution.

Knowledge of laws, principles, and procedures used in apprehending a criminal suspect, including policies for pursuit and proper use of force and capture.

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.

Knowledge of techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Knowledge of firearms and tactics utilized in emergency situations.

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 and aptitude, as needed, to carry out assigned tasks.

Skill in Investigative process, analyzing facts, and preparing written reports.

Skill in oral and written briefings, reports and recommendations to management.

Skill in use of the various law enforcement, social services, and tribal agencies in the prevention of crime.

Skill in use of firearms.

Ability to maintain confidentiality.

### **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.)*
- **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 of the Indian Police Academy (IPA) Basic Police Training; OR, a similar training meeting or exceeding the level of training provided by the IPA.
- **REQUIRED** to be certified in criminal investigation; or, the ability to graduate within one (1) year of hire from the Federal Law Enforcement Training Center's Basic Criminal Investigator Training.
- **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 be at least twenty-one years of age.
- **REQUIRED** to submit to and clear a criminal background check and character background check to demonstrate sound mental and social behavior eligibility and suitability in compliance with Klamath Human Resource Department, and Indian Child Protection and Family Violence Prevention Act, 25 USC, ss3301; and P.L. 104-208, Gun Control Act as amended.
- **REQUIRED** to submit to qualify with a service handgun under the training and supervision of a firearms instructor.
- **REQUIRED** to be able to demonstrate and pass minimum requirements for Physical Efficiency Battery test. Must pass an annual physical fitness and agility test.

- **REQUIRED** to read maps and demonstrate knowledge of reservation and off-reservation treaty hunting and fishing areas or the ability to learn areas within a short period of time.
- **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:**

- Positive working experience with Native Americans in a related field, preferred.
- Previous law enforcement experience, 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 requires 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.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have reviewed this position description and have been provided a copy. I understand

that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

<b>Employee (printed name)</b>	<b>Employee (signature)</b>