



The Klamath Tribes  
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Chiloquin, Oregon 97624

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OPEN: 04/01/26  
CLOSE: 04/17/26

EXEMPT  X   
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** TRIBAL CHIEF OF POLICE

**RESPONSIBLE TO:** Klamath Tribal Law and Order Commission

**SALARY:** Step Range: 54-63; Full Benefits  
Salary Range: \$139,995 - \$182,662  
Hourly Range: \$67.31 - \$87.82

**CLASSIFICATION:** Professional/Management, Regular, Full-time

**LOCATION:** The Klamath Tribes  
Klamath Tribal Police 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 position of Tribal Chief of Police requires a highly professional individual to direct the newly established Klamath Tribal Police Department. The Tribal Chief of Police key areas of responsibility will include the following: **Leadership and Management:** Provide effective leadership to the department, ensuring all operations are conducted in a professional, ethical, and legal manner. **Community Safety:** Ensure the safety and security of the tribal community through the enforcement of applicable laws and regulations. **Cultural Sensitivity:** Promote an understanding and respect for tribal culture, traditions, and customs within the police force and the community. **Collaboration:** Foster strong relationships with tribal leaders, community members, and other law enforcement agencies to improve public safety and trust. **Resource**

**Management:** Efficiently manage the department's resources, including personnel, budget, and equipment. **Sovereignty and Treaty Rights:** Uphold and protect the sovereignty of the tribe and ensure that all enforcement activities respect and reinforce the tribe's treaty rights and self-governance. Advocate for the tribe's interests in interactions with external entities

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Administration:**

- Develop and implement departmental policies, procedures, and programs.
- Oversee the daily operations of the Klamath Tribal Police Department, including patrol, fish & game division, investigations, and community policing.
- Ensure compliance with tribal, state, and federal laws and regulations.
- Prepare and manage the department's budget, ensuring fiscal responsibility.
- Requisition and issue equipment and supplies; maintain an accurate accounting of all department inventory.
- Inspect facilities, supplies, vehicles and equipment to ensure conformance to standards.
- Maintain logs, prepare reports, and direct the preparation, handling, and maintenance of department records.
- Prepare news releases and respond to law enforcement correspondence.

### **2. Personnel Management:**

- Ensure adequate staffing and scheduling to meet assigned responsibilities.
- Recruit, hire, train, and supervise police officers and staff.
- Explain police operations to subordinates to assist them in performing their job duties.
- Conduct performance evaluations and provide ongoing professional development opportunities.
- Address disciplinary issues and grievances in a fair and consistent manner.
- Ensure compliance with department and tribal policies and procedures.
- Inform personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.
- Advocate for appropriate recognition, as applicable.
- Supervision of Police Sergeants, Fish and Game Sergeants, Police Officers, Fish and Game Officers, Administrative Assistant, Evidence Technician, Police Information Technology Specialist.

### **3. Community Engagement:**

- Act as a liaison between the police department and the tribal community.
- Attend and participate in tribal council meetings, community events, and other public forums.

- Develop and implement community policing strategies to build trust and cooperation between the police and the community.
- Meet with civic, educational, and community groups to develop community programs and events and to discuss law enforcement needs.
- Plan for and provide special security requirements for community gatherings or tribal events.

#### **4. Crime Prevention and Investigation:**

- Coordinate regular patrols of tribal land, including treaty right areas for hunting, fishing and gathering; enforce applicable laws, regulations and resolutions.
- Supervise and coordinate the investigation of criminal cases, ensuring thoroughness and adherence to legal standards.
- Develop crime prevention programs and initiatives tailored to the needs of the tribal community.
- Collaborate with other law enforcement agencies to address cross-jurisdictional issues and share resources and information.
- Perform routine Police Officer functions when necessary.
- Testify in Tribal, State and Federal courts in response to subpoenas/summons.

#### **5. Comprehensive Public Safety Plan:**

- Develop, implement, and regularly update a comprehensive public safety plan that addresses the unique needs and challenges of the tribal community.
- Ensure the plan incorporates strategies for crime prevention, emergency response, community engagement, and inter-agency collaboration.
- Monitor the effectiveness of the plan and adjust as necessary to enhance public safety and community trust.

#### **6. Grant Management, Contracts, and MOUs:**

- Identify, apply for, and manage grants to secure funding for departmental programs and initiatives.
- Oversee the negotiation, execution, and management of contracts and Memoranda of Understanding (MOUs) with external agencies, organizations, and vendors.
- Ensure compliance with the terms and conditions of grants, contracts, and MOUs, and maintain accurate records and reporting.

#### **7. Reporting and Documentation:**

- Prepare and submit regular reports on departmental activities, crime statistics, and other relevant information to tribal leaders and external agencies as required.
- Maintain accurate and detailed records of all departmental operations, investigations, and personnel matters.

#### **8. Professional Standards and Ethics:**

- Promote and uphold the highest standards of professional conduct and ethics within the department.
- Ensure that all officers and staff adhere to departmental policies, procedures, and legal requirements.
- Investigate and address any allegations of misconduct or unethical behavior.

#### **9. Training and Development:**

- Develop and implement training programs to ensure that officers are well-prepared to perform their duties.
- Stay current with developments in law enforcement practices, technology, and legal requirements.
- Foster a culture of continuous improvement and learning within the department.

#### **10. Other Responsibilities:**

- Stay informed about trends, issues, and developments in law enforcement and public safety, tribal law and order, violence against women act (VAWA).
- Advocate for the needs and interests of the tribal community in all aspects of police work.
- Provide documentation and make recommendations for possible solutions to resolve community complaints/issues.

### **SUPERVISORY CONTROLS**

All major duties are performed with minimum supervision from the Klamath Tribal Law and Order Commission 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 Klamath Tribal Police Staff under the chain of command.

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

**Knowledge:**

Knowledge of the 1954 Reservation boundaries, knowledge of the SB 412, Kimball V. Callahan case, Tribal Law and Order Act of 2010 (TLOA), and Violence Against Women Act (VAWA).

Willingness to learn, understand, and abide by Klamath, Modoc and Yahooskin (Paiute) culture, traditions, customs and socio-economic barriers for the Tribal Community.

Thorough understanding of law enforcement principles, practices, and procedures, including patrol, investigation, arrest, and evidence collection.

Comprehensive knowledge of tribal, state, and federal laws, including criminal law, traffic regulations, and constitutional rights.

Awareness of local community resources and support services available to assist individuals and families in need.

**Skills:**

Excellent verbal and written communication skills, with the ability to interact effectively with diverse community members, colleagues, and other law enforcement agencies.

Strong analytical and critical thinking skills to assess situations, identify issues, and develop effective solutions.

Ability to build and maintain positive relationships with community members, fostering trust and cooperation.

Proficiency in managing and de-escalating conflicts, handling stressful situations calmly and professionally.

**Abilities:**

Able to maintain a level of physical fitness to meet the demands of the job, including patrolling, responding to emergencies, and performing arrests.

Ability to make sound decisions quickly in high-pressure situations, balancing enforcement with community sensitivity.

Keen attention to detail in conducting investigations, preparing reports, and following procedures.

Flexibility to adapt to changing circumstances, shifting priorities, and emerging threats.

Competence in using law enforcement technology, including communication devices, computer systems, and forensic tools.

Strong sense of integrity and commitment to ethical behavior, upholding the law and departmental standards without bias or favoritism.

### **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 an Associate's Degree preferably with a concentration in Criminal Justice, Law Enforcement and/or Public Administration or closely related field; and six (6) years of relevant experience; **OR** eight (8) years of administrative/management in related field. Years of law enforcement experience may substitute for degree requirement. *(Must submit copy of transcripts with application for consideration.)*
- **REQUIRED** to have at least five (5) years law enforcement experience, as gained by substantial service in a primary law enforcement officer position, or equivalent experience.
- **REQUIRED** to have five (5) years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least two years of experience must be directly managing programs.
- **REQUIRED** to have two (2) years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).
- **REQUIRED** to meet the firearms and medical/mental health stipulations as noted FIREARMS and PHYSICAL/MENTAL REQUIREMENT sections.
- **REQUIRED** to submit to qualify with a service handgun under the training and supervision of a firearms instructor.
- **REQUIRED** to 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 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 (DPSST) Department of Public Safety Standards and Training Basic Academy; OR, a similar DPSST recognized Academy. Must achieve DPPST Executive Level within two years from date of hire.
- **REQUIRED** to complete the Bureau of Indian Affairs Criminal Jurisdiction in Indian Country.
- **REQUIRED** to be 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 and clear a thorough background check, including criminal history, credit check (including psychological screening per ORS 181A.485), and drug testing to demonstrate sound mental and social behavior eligibility and suitability in compliance with Klamath Human Resource Department, Indian Child Protection and Family Violence Prevention Act, 25 USC, ss3301; and P.L. 104- 208, Gun Control Act as amended. 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:**

- Bachelor's Degree in Criminal Justice, Business or Public Administration, preferred.
- Oregon Police Academy (DPSST certified)
- 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.

## **PHYSICAL/MENTAL 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 and must clear a required physiological exam. Any physical or mental condition that would cause the applicant to be a hazard to 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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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>