



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

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

OPEN: 08/20/26
CLOSE: Until
Filled

EXEMPT _____
NON-EXEMPT _____

POSITION DESCRIPTION

POSITION: Tribal Police Sergeant

RESPONSIBLE TO: Chief of Police

SALARY: Step Range: 39-49; Annual/Full Benefits
Salary Range: \$89,857 - \$120,761
Hourly Range: \$43.20 - \$58.06

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 Tribal Police Sergeant 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. The position will require a highly professional individual to assist in the day-to-day operations of the newly established Klamath Tribal Police Department.

The Tribal Police Sergeant will serve the tribal community by enforcing laws, preventing crime, and maintaining peace and order. Provide a safe environment for all residents and visitors within tribal jurisdiction.

This position must promote community engagement and foster trust by building positive relationships with community members through effective communication, community-oriented policing, and active participation in local events and programs building trust and cooperation between the police force and the community.

The Tribal Police Sergeant serves as the first-line supervisor responsible for the day-to-day supervision, leadership, and operational effectiveness of the Klamath Tribal Police Department Law Enforcement Division. Assist in the management of the department's resources, including personnel, budget and equipment.

The Patrol Sergeant provides direct supervision of Patrol Officers and, as assigned by the Chief of Police, Fish & Game Officers and other personnel. This position ensures that all employees perform their duties professionally, ethically, safely, and in compliance with Tribal, State, and Federal law.

The Patrol Sergeant promotes procedural justice, community-oriented policing, officer safety, accountability, professional development, and operational readiness while protecting Tribal sovereignty, Treaty Rights, and the citizens of the Klamath Tribes. Advocate for the tribe's interests in interactions with external entities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Direct supervision of Patrol Officers and assigned Fish & Game Officers by providing daily direction, mentoring, coaching and leadership.
2. Participate in leading team meetings and shift briefings.
3. Ensure patrol coverage and operational readiness.
4. Act as Watch Commander when assigned.
5. Assume command of critical incidents until relieved.
6. Law Enforcement: Enforce tribal, state, and federal laws within the jurisdiction. Conduct patrols, respond to emergency calls, and perform investigations of criminal activities and accidents.
7. Assist officers during high-risk incidents and operations.
8. Crime Prevention: Develop and implement crime prevention strategies. Work with community members to identify and address public safety concerns, and participate in educational programs to reduce crime.

9. Community Policing: Engage with community members through outreach programs, meetings, and events. Build relationships and partnerships to address community issues and improve public safety.
10. Emergency Response: Respond promptly to emergency situations, including natural disasters, medical emergencies, and public disturbances. Provide assistance and support to those in need and coordinate with other emergency services as required.
11. Coordinate patrol activities, officer scheduling, approving leave requests when delegated, inspect vehicles, inspect equipment and assist in budgeting recommendations.
12. Review calls for service and monitor officer activity, ensuring proper documentation of incident, conduct in field, and officer safety.
13. Conduct field inspections.
14. Reporting and Documentation: Prepare detailed and accurate reports on incidents, arrests, investigations, and other law enforcement activities. Maintain records in accordance with departmental policies and procedures.
15. Review Officer's reports and probable cause statements for accuracy, ensuring reports meet legal standards, report approvals and monitor evidence documentation.
16. Training and Professional Development: Participate in ongoing training and professional development opportunities to stay current with law enforcement techniques, legal updates, and community needs.
17. Supervise field training officers, mentor probationary officers, complete evaluations of employee performance evaluations, including recommendations for training, coordinating annual training to ensure DPSST compliance, recommend discipline when necessary, address employee concerns, promote teamwork and promote professional development.
18. Court Appearances: Testify in tribal, state, and federal courts as required. Present evidence and provide credible testimony based on thorough investigations and law enforcement activities.
19. Collaboration with Other Agencies: Work cooperatively with local, state, federal, and tribal law enforcement agencies. Share information and resources to enhance public safety and law enforcement efforts.
20. Ensure compliance with KTPD Lexipol policies, DPSST, SB412, CJIS, LEDS, evidence procedures, KTPD SOPs, monitor policy acknowledgements, adherence to tribal law, state law, federal law.

21. Investigate minor policy violations and citizen complaints when assigned and promote ethical policing.
22. Assist in the department's strategic planning, grant implementation, accreditation and compliance, development and implementation of departmental policies, procedures and programs, and perform other duties as assigned.
23. Maintain a high degree of personal ethical standards and law-abiding conduct in accordance with the Code of Conduct, on and off duty.
24. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Tribal Patrol Sergeant works under the general supervision of the Chief of Police and exercises independent judgment in supervising daily patrol operations, allocating resources, resolving operational issues, and ensuring compliance with departmental policies.

The Tribal Patrol Sergeant directly supervises assigned Patrol Officers, Fish & Game Officers, reserve officers, volunteers, and other personnel assigned by the Chief of Police. The Tribal Police Sergeant is expected to comply with all departmental policies, procedures, and protocols. Any deviations or violations are subject to review and corrective action by supervisory personnel.

While the Tribal Patrol Sergeant exercises discretion and judgment in routine and emergencies, complex or sensitive issues are escalated to supervisory personnel or the Chief of Police for guidance and resolution. Officers, including the Tribal Patrol Sergeant, are encouraged to seek supervisory input when faced with unfamiliar or challenging circumstances.

Tribal Patrol Sergeant review reports and documentation prepared by the Tribal Police Officers for accuracy, completeness, and compliance with departmental standards. Constructive feedback is provided to enhance report-writing skills and ensure proper documentation of law enforcement activities.

Tribal Patrol Sergeant are responsible for allocating resources, including personnel, equipment, and support, to ensure the Tribal Police Officer can effectively perform their duties. They assess needs and adjust assignments as necessary to address changing priorities and workload demands.

KNOWLEDGE, SKILLS, ABILITIES

Willingness to learn, understand, and abide by Klamath, Modoc and Yahooskin (Paiute) culture, traditions, customs and socio-economic barriers for the Tribal Community. Knowledge of the 1954 Reservation boundaries, SB412, PL280 Kimball V. Callahan case, Tribal Law and Order Act of 2010 (TLOA), and Violence Against Women Act (VAWA).

Thorough understanding of law enforcement principles, practices, and procedures, including patrol, investigation, arrest, and evidence collection. Awareness of local community resources and support services available to assist individuals and families in need.

Comprehensive knowledge of tribal sovereignty, Treaty Rights, tribal law, state, and federal laws, including criminal law, traffic regulations, and constitutional rights. Knowledge of tribal jurisdiction, criminal investigations, patrol operations, evidence handling, report writing, incident command system, and leadership skills.

Skills & Abilities

- Demonstrated leadership and supervisory skills with the ability to lead by example, make sound decisions under pressure, and ensure accountability, professionalism, and ethical conduct.
- Excellent verbal and written communication skills, with the ability to effectively interact with employees, Tribal leadership, community members, partner agencies, prosecutors, and other stakeholders.
- Strong analytical, critical thinking, and problem-solving abilities to assess complex situations, prioritize competing demands, and implement effective solutions.
- Proven ability to supervise personnel, manage multiple priorities, adapt to changing operational needs, and maintain confidentiality while exercising sound judgment.
- Skilled in conflict resolution, crisis management, and de-escalation techniques while maintaining composure in high-stress or emergencies.
- Ability to foster positive community relationships through integrity, fairness, procedural justice, and collaborative problem-solving.
- Proficient in law enforcement technologies, including records management systems, computer applications, communications equipment, and related investigative tools.
- Demonstrated attention to detail in investigations, documentation, policy compliance, and report review.

- Ability to maintain the physical fitness necessary to safely perform all essential law enforcement duties, including patrol operations, emergency response, defensive tactics, arrests, and other physically demanding assignments.
- Unwavering commitment to integrity, ethical leadership, impartial enforcement of the law, and adherence to departmental policies, Tribal values, and professional standards.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to have at least five (5) years of progressively responsible sworn law enforcement experience, including demonstrated leadership experience.
- **REQUIRED** to possess a current Oregon DPSST Intermediate or Advanced certification; OR certification from another state that is eligible for DPSST reciprocity. Successful candidate must obtain Oregon certification within the timelines established by DPSST. Applicant must hold or achieve DPSST Supervisory Level Certification within two years from date of hire.
- **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 meet the firearms and medical/mental health stipulations as noted FIREARMS and PHYSICAL/MENTAL REQUIREMENTS sections.
- **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 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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to complete the Bureau of Indian Affairs Criminal Jurisdiction in Indian Country training course.
- **REQUIRED** to attend a six-week FLETC Criminal Investigator Training Course, when course is available.
- **REQUIRED** to submit to and clear a thorough background check, including criminal history, credit check, 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 Resources 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:

- Associate's Degree or Bachelor's Degree in Criminal Justice, Business or Public Administration, preferred.
- Currently hold an active DPSST Advanced Certification or DPSST Supervisory Certification.
- Tribal Law Enforcement experience, preferred.
- Positive working experience with Native Americans in related field, preferred.

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.

All newly hired police officers must successfully complete a 12-month probationary period.

APPLICATION PROCEDURE

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

**The Klamath Tribes
ATTN: Human Resources
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.	
Employee (printed name)	Employee (signature)