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

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

OPEN: 09/03/26
CLOSE: 11/01/26

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION: **TRIBAL POLICE OFFICER-LATERAL**

RESPONSIBLE TO: Chief of Police

SALARY: Step Range: 34-44; Full Benefits
Salary Range: $80,270 - $107,877
Hourly Range: $38.59 - $51.86

CLASSIFICATION: Non-Management, Regular, Full-time

LOCATION: The Klamath Tribes
Klamath Tribal Police Department
342 S. Chiloquin Blvd
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.

The Tribal Police Officer 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.

MAJOR DUTIES AND RESPONSIBILITIES

1. 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.

2. 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.

3. Community Policing: Engage with community members through outreach programs, meetings, and events. Build relationships and partnerships to address community issues and improve public safety.

4. 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.

5. 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.

6. Training and Professional Development: Participate in ongoing training and professional development opportunities to stay current with law enforcement techniques, legal updates, and community needs.

7. 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.

8. 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.

9. Maintain a high degree of personal ethical standards and law-abiding conduct in accordance with the Code of Conduct, on and off duty.

SUPERVISORY CONTROLS

The Tribal Police Officer works under the direct supervision of the Chief of Police. The supervisor provides general instructions, assigns tasks, and reviews completed work for accuracy, adherence to policies, and effectiveness in meeting objectives.

The Tribal Police Officer's performance is regularly evaluated based on established criteria, including adherence to procedures, quality of work, interaction with the community, and overall effectiveness in law enforcement duties. Feedback and guidance are provided to ensure continuous improvement and professional growth.

The Tribal Police Officer 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 Police Officer exercises discretion and judgment in routine and emergency situations, complex or sensitive issues are escalated to supervisory personnel for guidance and resolution. Officers are encouraged to seek supervisory input when faced with unfamiliar or challenging circumstances.

Supervisors review reports and documentation prepared by the Tribal Police Officer 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.

Supervisors 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

Knowledge:

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.)*

- **REQUIRED** to have at least five (2) years of progressively responsible sworn law enforcement experience.

- **REQUIRED** to possess a current Oregon DPSST Basic, Intermediate or Advanced certification in good standing; OR certification from another state that is in good standing and eligible for DPSST reciprocity. Successful candidate must obtain Oregon certification within the timelines established by DPSST.

- **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 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 REQURIEMENTS 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 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, 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:

- Positive working experience with Native Americans in a related field, preferred.
- Additional education in criminal justice, law enforcement, or a related field

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 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 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.

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)**