

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Chief of Police

EXEMPT: Yes	JOB CODE: 1-OL T3
TARGET SALARY: DOQ	SHIFT: Flex
PROGRAM: Public Safety	LOCATION: ACC
REPORTS TO: General Manager	

SUMMARY: The Chief of Police is responsible for the direction of all operations of Neah Bay Public Safety. The Chief of Police will lead, plan, organize and direct the overall activities of Neah Bay Public Safety; and establish departmental goals and objectives while delivering efficient and effective public safety services to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Overall, responsible for the efficient and effective management of patrol, enforcement, investigation, adult probation, emergency medical services, fire protection and emergency management for optimum service to the Makah Tribe.

Establishes overall department goals and objectives and monitors and evaluates department performance.

Responsible for detecting criminal activity and the protection of life, and property through the enforcement of ordinance and laws and investigation of crime. Responsible for the coordination of all criminal investigations that occur on the Makah Reservation. Advises and assists subordinates in criminal investigations.

Responsible for oversight and supervision of the Emergency Management program.

Conducts strategic and operational planning to ensure that services, programs, facilities and policing strategies meet the Tribe's changing needs.

Prepares grants and conducts related research on financial resources available to Neah Bay Public Safety.

Close working relationships required with other law enforcement, public and private agencies. Requires professional conduct and decorum, recognition of the social impact of law enforcement functions, the tactful and courteous treatment of the public during both on and off duty time. Requires resolving conflicts and otherwise maintaining harmonious relationships in activities throughout the organization and with the public for purposes of ensuring that efforts are effectively directed toward achieving goals and objectives.

Responsible for applying thorough and full-scope knowledge of modern law enforcement methods, systems and procedures, and sound management and administrative principles and techniques.

Develops, manages and administers the department's annual budget(s).

Maintain procedures and administrative controls necessary to ensure proper tasks allocation and the subordinate personnel are trained, tasked and made responsible and accountable for proper functions in order to keep the program mission, the division and individual members successful.

Ensure proper investigative functions are maintained by developing and directing a care management system, which includes monitoring of all criminal investigations, officer assignments and workloads, and personally supervises all major crime and drug cases.

Serves as liaison with tribal prosecutors, tribal court, and law enforcement agencies at the tribal, state and federal levels as well as with a variety of community organizations, citizen groups, and the public at large.

Take action to resolve program operational and administrative conflicts and problems; decide alternate courses of action; interpret policies; and otherwise make decisions that have not been delegated. Monitor and evaluate the progress of delegated matters. Make decisions in coordination with the management team on personnel actions such as hiring, termination, discipline and compliment work of staff. Provide training for subordinate program members.

Establishes and maintains service-oriented community relations and evaluates and addresses citizen complaints and concerns in a timely manner. Promotes awareness and public involvement in community policing and crime prevention.

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Revised 1/15/02
Revised 12/12/02
Revised 02/14/03
Revised 10/08/21
Revised 09/26/22
Revised 03/17/23

Participates in public functions to promote crime prevention and law enforcement.

Provide continuous evaluation and updates to the program policies and procedures to meet current standards, objectives and applicable laws..

Responsible for procurement, care, and operation of equipment necessary for enforcement activities.

Ensures all required narrative, financial, or statistical reports are prepared and submitted to the General Manager and Tribal Council.

Maintain positive working relationships with the General Manager, Tribal department and the general public in order to assure that the functions of the Public Safety program are performed in a manner consistent with sound public relations techniques.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with organization’s policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Conduct pre-employment screening, background investigations, and hiring determinations.

Conduct internal investigation complaints against the program personnel and volunteers in a timely and professional manner. Prepare and submit written reports and associated recommendations to the General Manager.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Bachelor’s degree in criminal justice or a related field is preferred.

Must have a minimum of three years experience in law enforcement management and supervision.

LANGUAGE SKILLS:

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Ability to read and interpret documents such as laws, ordinances, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of community members or employees of an organization. Excellent verbal and written communication skills.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Working knowledge of budgeting.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Operates with appreciable latitude for independent action and decision commensurate with delegated authority and demonstrated ability. Errors in judgment could have substantial impact on safety and welfare of citizens of the Tribe, legal liability, public relations, costs and employee motivation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conducted upon hire.

This position is classified as a sensitive Tribal position. Therefore, the applicant must submit to and clear a pre-employment criminal background check, including a full background investigation and a psychological evaluation.

Washington State Criminal Justice Training Academy or Bureau of Indian Affairs Indian Police Academy required, or a candidate with other basic law enforcement academy training must have the ability to obtain Washington State Basic Law Enforcement Equivalency Academy within six months of hire.

OTHER SKILLS AND ABILITIES:

Ability to cope with stressful situations firmly, tactfully, with respect for individual rights.

Knowledge and experience in modern law enforcement methods, systems and procedures.

Must have thorough knowledge of police administration and management principles and practices, including optimum use of human and material resources.

Must possess thorough knowledge, understanding and support of Tribal Sovereignty, and applicable local, state and federal laws, statutes and ordinances.

Must possess thorough knowledge and understanding of the codes, laws, statutes and ordinances of the Makah Tribe.

Ability to plan schedules and review the work performance of subordinates in a manner conducive to proficient performance and high morale.

Ability to analyze situations quickly and objectively, to recognize the dangers, and use sound judgment to determine proper course of action.

Self-motivated, ability to work under stress, effectively prioritize, make sound decisions and solve problems.

Ability to maintain a harmonious working relationship with team members and the general public.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

Must be in excellent physical condition and a physician must certify the capability of sustained, strenuous physical exertion and regular participation in firearms and defensive tactic training.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

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This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position 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 position 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 PROCESS:

Submit a cover letter and resume no later than 5:00 p.m. on the closing date listed below. If listing degrees or certifications include copies.

**Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com**

**OPEN: May 5 2023
CLOSE: June 2, 2023**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.