

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060
www.umatilla.nsn.us



REVISED 11-12-09

JOB DESCRIPTION and JOB ANNOUNCEMENT

TITLE: Chief of Police
Covered Status/Safety Sensitive

SALARY: \$ 59,000 – 67,000 per year Pay Range 12 DOE/DOQ

LOCATION: Tribal Police Department
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full time with benefits

SUPERVISED BY: Public Safety Director

OPENING DATE: November 9, 2009

CLOSING DATE: December 4, 2009

SUPERVISION EXERCISED: Police Department Lieutenant, Sergeants, Fish and Wildlife Officer, Communications Supervisor, Policy Analyst, Animal Control Officer and SORNA Officer

MISSION STATEMENT FOR CTUIR:

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation in a manner that embraces the most efficient and effective methods.

CONTRIBUTION OF THIS POSITION TO THE MISSION OF THE TRIBES:

This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES:

The Police Chief is responsible to provide quality service to the CTUIR community by promoting a safe environment through police and citizen interaction, with an emphasis on integrity, fairness and professionalism. The Police Chief will communicate and coordinate with other Tribal Public Safety programs, Tribal Agencies and citizens to coordinate quality service to the community by protecting lives and property through prevention, preparedness, education and response.

STATEMENT OF DUTIES & RESPONSIBILITIES:

1. Communicate and coordinate with the Director of Public Safety to ensure that contracts, policy and procedures are in accordance and consistent with existing laws and regulations of the Confederated Tribe; this includes promulgating rules, regulations for the department as delegated by regulating code.
2. Conduct personnel evaluations for supervisors. In coordination with department supervisors; promotes, suspends or demotes members of the Tribal Police Department, for infractions of rules or inefficiency as identified under the Tribal Personnel Policies and Procedural Manual and the UTPD (Umatilla Tribal Police Department) Policy and Procedural Manual.
3. Operate the Police Department within budget and seek alternative funding for programs, equipment and special projects. Assists the Director of Public Safety in preparing the annual Tribal Police Department budget proposal and work plans.
- 4.
5. Implement the adopted recommendations of the October 2009 UTPD Assessment conducted by MGT America.
6. Implement Management/Registration Program and enforce CTUIR dog ordinance and report progress periodically.
7. Provide the prevention of crime utilizing all available resources. Direct and support Reserve Officer recruitment and training. Direct and support Cadet Officer recruitment and training.
8. Familiar with Tribal Governments and be able to understand cultural issues unique to the Confederated Tribes of the Umatilla.
9. Provide efficient and effective UTPD administration for the career needs of UTPD personnel. Maintain the established "chain of command" for decision-making

purposes, such as scheduling, hiring, and departmental assignments. Provide “in-house” opportunities for training and education for all personnel.

10. Oversee the operation of the Police Department and have a full understanding of management principles, including personnel management unique to law enforcement and Tribal nations.
11. Provide services contributing to the preservation of life and protection of property, the preservation of community health and safety, and general public assistance under all conditions. Respond immediately to all calls for assistance when there is a threat of injury. Assist other CTUIR agencies in response to emergency situations. Assist other local, state and federal law enforcement agencies as requested.
12. Establish a solid partnership with citizens in our efforts to create a safe and secure community. Continue to apply concerted effort toward community policing by providing community meetings, social functions and public events for adults and children. Maintain policies and provide training for all officers regarding community-policing methodologies. Participate in local social events sponsored by other departments.

SIGNATORY AUTHORITY:

Departmental time sheets, travel forms and specific law enforcement documents related to UTPD operations

ACCESS TO SENSITIVE AREAS:

RIMS, LEDS, case files and other criminal data bases

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

Four year Bachelors degree in law enforcement, criminal justice or related fields from an accredited college or university AND be certified “Police Officer” or equivalent that is recognized by the State of Oregon or Bureau of Indian Affairs PLUS ten years of experience as a law enforcement officer including three years of supervisory experience in middle management or higher with police department of comparable size or larger.

OR

Two year Associate degree in law enforcement, criminal justice or related fields from an accredited college or university AND be certified “Police Officer” or equivalent that is recognized by the State of Oregon or Bureau of Indian Affairs PLUS twelve years of experience as a law enforcement officer including four years of supervisory experience in middle management with a police department of comparable size or larger.

OR

High School Diploma (or equivalent) PLUS Fifteen years of experience as a law enforcement officer including five years of supervisory experience in middle management within a police department of comparable size or larger AND be certified Police Officer or equivalent that is recognized by the State of Oregon or the Bureau of Indian Affairs.

1. Ability to formulate and maintain a working relationship with the reservation community, tribal government and other tribal, local, state and federal enforcement agencies.
2. Knowledge and training in the National Incident Management System, Incident Command, Homeland Security and manmade or natural disaster response.
3. Knowledge of safe and effective flow of vehicular traffic within the reservation. Provide extra assistance for traffic control as requested by individuals and other CTUIR agencies.
4. Knowledge of radio communications systems and law enforcement communication protocol
5. Knowledge of CRITFC, Oregon State and federal fish and game regulations
6. Knowledge of investigative techniques and principles for tribal, federal and state law enforcement jurisdictions.
7. Knowledge of crime detection, criminal identification and court testimony.
8. Knowledge of West Coast gang associations and methods of prevention, investigation, and prosecution of individuals with known criminal associations or activities.
9. Ability to coordinate and integrate diverse activities to accomplish the mission of the police department and public safety.
10. Ability to forecast probable changes in tribal law enforcement, develop strategies to meet those changes, implement the strategies and adjust them as necessary.
11. Withstand a full background, employment and personal history investigation by review of tribal, state and federal records.
12. Have a thorough working knowledge of management principles and practices with a minimum of a Supervisory Certification from the Oregon Department of Public Safety, Standards and Training within two years of hire.

13. Provide written documentation that training, certifications are current and Police officer status is considered current with Oregon DPSST or BIA.
14. Demonstrated ability to communicate effectively both verbally and in writing.
15. Excellent people skills and demonstrated ability to develop effective working relationships and maintain professionalism, diplomacy and tact with clients, employees, outside agency personnel and co-workers in a sensitive environment.
16. Working knowledge of basic computer operations including; LEDS, Microsoft Outlook, MS Word, MS Excel, computer aided dispatch, and databases.
17. Must have a valid driver's license and be insurable.
18. Successful completion of a criminal background check and a drug test will be required.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.

- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.
7. Copy of official college transcripts.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
P.O. Box 638
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved by: Julia Withers-Lyons, Personnel Manager

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
ATTN: Julia E. Withers-Lyons, Personnel Manager
P. O. Box 638
Pendleton, OR 97801
(541) 276-3570 or Fax: (541) 276-9060

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Date

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