



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Tribal Police Chief
Department: Tribal Police
Supervised by: Tribal Administrator and/or Tribal Council
Pay Range: T-11 \$30.90 - \$43.26/hr. (\$64,272.00 - \$89,980.80 annually) DOQ
FLSA Status Exempt; Salaried / Regular; Full-Time

Position Summary: Under the general supervision of the Tribal Administrator, plans, coordinates, and monitors a variety of complex administrative, supervisory and professional work in assuring the compliance of applicable Tribal, State and Federal Law. This is an armed position.

Essential Functions:

- Enforce ordinances and resolutions of the Bishop Paiute Tribe as directed.
- Maintains efficient operation of Tribal Police Department by monitoring and directing department activities, budgeting and managing department expenses and assuming command of incidents of major importance or of a sensitive nature. Maintains effective working relationships with Tribal officials and members, employees, the public, and external agencies by acting as a liaison between various individuals and groups, assessing and resolving conflicts as needed, and communicating with the Tribal Council regarding issues that require further attention.
- Coordinate the preparation and presentation of the annual budget for the department; direct the implementation of the department's budget, and submits for approval and administers departmental budget.
- Develop employees by interviewing and selecting qualified candidates for employment, planning, organizing and directing the work of command staff, monitoring and evaluating employee performance and initiating corrective action as needed, overseeing departmental performance review process, and approving salary and/or disciplinary decisions of subordinate staff.
- Plans, implements and coordinate and supervise the training, assignment, and development of subordinate police officers; Responsible for making sure all Tribal Police Officers are appropriately trained in all aspects of law enforcement duties.
- Supervises and manages patrol responsibilities, including traffic control, accident investigations, radio patrol response, personal equipment issue and control, work scheduling, and maintenance of accurate records.
- Orders supplies and equipment for department, maintains department equipment inventory, analyze and recommends improvements to equipment and facilities, as needed.
- Conducts follow up and internal investigations.
- Coordinate the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills and assists patrol officers on scene when necessary
- Collects, reviews, and controls all police records regarding criminal and civil offenses, motor vehicle accidents, criminal records, necessary statistical data, and other required written, filmed, or taped data of police activities when necessary.
- Researches and ensure that laws and ordinances are enforced and that public peace and safety is maintained with applicable statutes and case law.
- Develop policies and procedures for the department mandated by law, to ensure efficient operations of the department, and to implement directives from the Tribal Council and/or Tribal Administrator. Assists in development and maintenance of departmental operations and policies and procedures.
- Subject to 24-hour call out

- Deliver and serve legal papers as requested by the Tribal Court or Tribal Council.
- Investigate alleged violations of ordinances and resolutions of the Bishop Paiute Tribe.
- Act as bailiff during Tribal Court Sessions and security at public meetings to maintain order.
- Patrol and observe the Bishop Paiute Reservation as requested by the Tribal Council.
- Write and complete reports for all incidents that occur and prepare appropriate documentation for the Tribal Court System.
- Other duties as assigned.

Supervisory Responsibilities: Supervise the Tribal Police Department Staff.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Planning and Organizing - Knowledge of technical and operating principles, and problems of law enforcement and crime prevention activities, departmental policies and procedures, state, federal, local and tribal laws and ordinances.
- Use and care of vehicles, firearms, and specialized equipment.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Leadership – the individual will lead a team, delegate and motivate effectively, encourage input from others.
- Detailed Oriented - the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability and Flexibility - the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events; responding positively to change.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks

Education and Qualifications:

- Bachelor's Degree in Criminal Justice, Business Administration, Public Administration, or related field or equivalent experience.
- 10 years' experience with a California law enforcement agency or five (5) years' experience with the Bishop Paiute Tribe Police Department with progressive leadership responsibility.
- Must have at least three years' experience working with Indian Tribe's and understanding of the concepts of sovereignty and relationships between tribal, local, state, federal law enforcement agencies and courts.
- A minimum of two years supervisory experience.
- California P.O.S.T. certified
- Police Academy or Bureau of Indian Affairs Indian Police Academy graduate.
- Knowledge of Public Law 280 and relevant Federal laws
- Must pass an extensive background investigation to include; Fingerprinting Clearance, Reference Checks, Criminal Background, Psychological Evaluation, Physical Abilities Test and Physical Examination.

Other Requirements:

- Managerial experience in law enforcement is desirable.
- Completion of college coursework in criminal justice and/or business management is desirable.
- Ability to manage and provide leadership and guidance to staff.
- Ability to identify and analyze options and choose appropriate course of action
- Ability to communicate effectively with a diverse group of internal and external contacts.
- Ability to maintain professionalism and composure.
- General word processing skills.
- Within 30 days of accepting employment, must be able to establish full-time residency within a **20 minute response time** of the Bishop Paiute Tribe.
- Ability to establish and maintain effective working relationships with other law enforcement agencies, officials, and tribal community members.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must comply with the Bishop Paiute Tribe's Driving Policy, Drug-Free Workplace Policy and a Criminal Background Investigation.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.