



Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way

LaConner, Washington 98257

JOB DESCRIPTION

Job Title: CHIEF OF POLICE

JOB SUMMARY:

Serves as Chief Administrator of the Police Department responsible for the development of comprehensive law enforcement policies and programs; the control, supervision and program implementation of the Department; and the effective and safe delivery of all police services within the exterior boundaries of the Swinomish Reservation.

Position requires consistent attention, commitment, support and promotion of the Vision and Mission of the Swinomish Indian Tribal Community, the Tribe's Constitution and By-Laws, and Tribal laws and regulations adopted by the Swinomish Senate. Position also requires a high level of problem solving ability, self-initiative, and the ability and willingness to manage emergency situations with little or no direct supervision.

The Chief of Police is responsible for maintaining a working relationship with tribal, state and federal law enforcement agencies, working with local social service agencies and maintaining the public's trust and confidence in the Swinomish Tribe and its Police Department.

The Police Chiefs personal conduct and behavior must set a positive example for the Department, the Swinomish Tribe and Community Members. This is a "hands on" position that requires the Chief to be "out of the office" and "in the field" to ensure the effective implementation of departmental policies and guidelines. The Chief is also expected to get out in the Tribal Community, be "visual" and attend major community events such as the Canoe Journey, Swinomish Days and Community Dinners.

SUPERVISION RECEIVED:

The Chief of Police is appointed by the Senate. The Chief of Police reports directly to and is supervised by the Tribe's General Manager and provides reports on budgetary and personnel issues, and law enforcement concerns to the Law and Order Committee and the Swinomish Tribal Senate on a regular basis. Performance is reviewed through conferences, reports, and program results.

SUPERVISION EXERCISED:

Directly supervises a team of administrative and law enforcement professionals and is the highest ranking officer within the Police Department. Assigns work schedules, oversees employees' job performance and is responsible for the selection, performance, evaluation, training, compliance with Standard Operating Procedures, and discipline of the department's staff.

EQUIPMENT / JOB LOCATION:

Work conditions may vary by assignment or unforeseen emergencies or circumstances. Tasks are performed both indoors and outdoors. Considerable time may be spent at a computer work station in the performance of administrative tasks. This position will occasionally include extraordinary work hours that change according to the needs of varying situations.

ESSENTIAL DUTIES:

Major duties include planning, organizing, administering and directing all law enforcement programs, program budgets and operational activities in an efficient and effective manner. Other specific duties include:

1. Uphold and enforce the Tribe's Constitution and By-Laws and Tribal laws and regulations adopted by and through the Swinomish Senate.
2. With the guidance and approval of the Law and Order Committee, establish the Department's long range goals, plans and objectives, and develop policies, guidance, regulations, and procedures based upon the needs of the Swinomish Indian Tribal Community and the efficient management of the Department.
3. Assist the Tribal Attorney with the drafting of tribal ordinances and regulations and work closely with the Tribe's Legal Department and Tribal Prosecutor to enforce the civil and criminal laws of the Swinomish Tribe.
4. Organize, manage and direct all resources of the Department in a manner that preserves the peace, protects persons and property, and ensures compliance with applicable laws of the Tribe, State and Federal government.
5. Regularly review and revise Standard Operating Procedures (SOP's) for all Department activities and submit any changes to the SOP's for approval by the Office of Tribal Attorney and the Law & Order Committee.
6. Direct, coordinate, and oversee the implementation of Department SOP's; and continuously work to improve police operations.
7. Coordinate with city, county, state and federal agencies to ensure good working relationships with the Tribe and the Department. Oversee the implementation of Inter-local and Mutual Aid Agreements with other law enforcement agencies and jurisdictions.
8. Coordinate with law enforcement officials from other jurisdictions on investigations and in the apprehension and detention of suspects.

9. Conduct regular inspections of Department facilities, personnel and equipment; and monitor and evaluate the effectiveness and responsiveness of the Department.
10. Organize, oversee, and direct Department personnel in a manner consistent with the Personnel Policies and Procedure Manual of the Swinomish Indian Tribal Community.
11. Recruit, select and discipline staff in accordance with applicable tribal, state and federal laws, including tribal preference in hiring policies and the Tribal Employment Rights Ordinance (TERO).
12. Evaluate employees annually and outline personal development plans for employees.
13. Plan and direct training programs in compliance with applicable Police Standards and Guidelines to ensure professionalism. This training shall include cultural training and trainings specified in STC 2-07.100. The Chief will instill in department staff the need to treat tribal members and the general public with respect even in the most adverse situations.
14. Maintain training and performance records on all Department personnel in accordance with applicable tribal, state and federal guidelines.
15. Assign work schedules to subordinate staff.
16. Develop and present the annual department budget to the General Manager for review, approval and submission to the Swinomish Senate as part of the Police Department Budget.
17. Administer the approved budget in accordance with established Tribal policy.
18. Manage and oversee all Department revenues and expenditures in compliance with Tribal Accounting Policies and remit all cash and revenue received by the Department to the Tribe's Accounting Department.
19. Maintain equipment and personnel at a level consistent with budgeted allocations.
20. Seek financial assistance through grant writing at the federal, state, and local levels.
21. Take charge at scenes of emergencies, serious crimes, and accidents. Make final decisions as to course of action and protection of citizens, property, and police personnel. Operate as a member of a team and provide direction at incidents of uncertain duration, advising and assisting Department personnel and performing complex tasks during life threatening emergencies.
22. Supervise and conduct complete and accurate investigations, and prepare reports for same. Establish and maintain necessary and appropriate records of activities. On a monthly basis, prepare Uniform Crime Report and other statistical information and annually prepare a statistical report for the Tribe's Annual Report.
23. Plan, implement, and maintain effective customer relations with public education programs. Serve as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety and law enforcement.
24. Thoroughly investigate any and all filed complaints against the Police Department or Department Personnel to them and provide a written summary of such complaint, the investigative action, and the Chiefs findings, to the Law & Order

- Committee and the Tribe's General Manager. Assist the Director as requested to ensure that such review is handled effectively and in a timely manner.
25. Notify the Law and Order Committee in writing of any case of misconduct or neglect of duty on the part of subordinates and recommend the personnel action to be taken.
 26. Actively participate in professional law enforcement associations, act as a liaison between Tribal and other law enforcement agencies and attend meetings involving or relating to the Department.
 27. Attend conferences, seminars, and related training programs to keep informed about modern law enforcement methods, techniques and administration.
 28. Notify the appropriate Washington State authority of all motor vehicles reported to the Swinomish Police as stolen or recovered.
 29. Ensure that all Tribal police, including the Chief; are covered by the Tribe's liability insurance.
 30. Ensure that all requirements of RCW 10.92.020 are met in order to sustain the general authority of the Tribe's officers.
 31. Recommend to the Senate the appointment of all officers, whether line officers or command staff.
 32. Comply with all other duties of Tribal Police in STC 2-07.
 33. Perform other duties as assigned by the Senate or General Manager.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

1. Thorough knowledge of the principles and practices of modern police administration and police methods.
2. Thorough knowledge of tribal, state and federal statutes and codes; federal guidelines and protocols; and local ordinances relating to law enforcement on the Swinomish Reservation and throughout Swinomish "Indian Country" as that term is defined by federal law.
3. Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records in their application to police administration.
4. Knowledge of budgetary practices and procedures.
5. Knowledge and experience in the use of computers with modern software.
6. Ability to plan, organize, and direct the work of subordinates performing varied operations connected with police activities.
7. Ability to develop proper training and instructional procedures.
8. Ability to accurately assess the potential consequences of alternative courses of action and select the one, which is most acceptable and appropriate. Recognize potentially dangerous situations and act decisively to protect persons and property from harm.
9. Prepare and present concise and meaningful oral and written material relating to the activities of the Department.
10. Create and maintain effective working relationships with subordinates, tribal officials, department heads, State and Federal authorities, and civic leaders. This means being a very good listener, open to new ideas and adapting to new information and situations.

11. Deal effectively with the public and provide appropriate referrals to other social service agencies.
12. Work under physically and emotionally stressful situations.
13. Thorough understanding of Community Oriented Policing philosophy and of the role of the police in the tribal community. This includes getting to know community members, particularly young adults, by first name and building trust by being helpful and approachable.

MINIMUM QUALIFICATIONS

1. Possess courage, self-reliance, intelligence, and a high sense of loyalty and duty.
2. Bachelor's degree in Law Enforcement, Police Administration, Criminal Justice, or related field strongly preferred. Must have a minimum of a high school diploma or GED.
3. Certification by the Washington State Criminal Justice Training Commission or the ability to obtain certification within one year of date of hire.
4. Eight to ten years progressively responsible experience in law enforcement and crime prevention with eight years in administration and supervision.
5. Experience with tribal enforcement, marine patrol units, and natural resources enforcement desired.
6. Experience in budgeting and grant writing.
7. Possession of Washington driver's license.
8. Be a U.S. Citizen.
9. Pass an oral examination, medical examination, background investigation, polygraph test and psychological evaluation and have previously passed a police officer pre-screen written examination and physical examination.
10. Be in sound physical condition and of sufficient size and strength to perform the duties required.
11. Have no felony convictions.
12. Have no misdemeanor convictions for a period of one year prior to appointment.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

1. Work is primarily performed in an office environment but frequently requires on-site visits to emergency and crime scenes to observe subordinates in the field.
2. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
3. Must be able to manage multiple tasks at the same time and respond to deadlines.
4. Must be physically able to operate a computer terminal and keyboard.