



CHIEF OF POLICE JOB DESCRIPTION



The Blue Lake Rancheria is a federally-recognized Indian Tribe organized under the provisions of a written constitution establishing the Blue Lake Business Council as the governing body of the Tribe. On July 18, 2011 the Business Council enacted Ordinance 11-02, which established the Blue Lake Rancheria Police Department. Included in the ordinance were the qualifications, training and performance standards for the Chief of Police and subordinate police personnel. In early 2016, the police department adopted the nationally-known Lexipol-based Policy Manual system, which expanded upon the original policies outlined in Ordinance 11-02. On June 16, 2016, the Business Council entered into a Deputation Agreement with the Bureau of Indian Affairs/Office of Justice Services (BIA/OJS), which enabled qualified tribal police officers to apply for BIA Special Law Enforcement Commissions (SLEC). On August 11, 2016, two Blue Lake Rancheria police officers, the Chief of Police and his Lieutenant, were federally commissioned under the BIA SLEC program. In 2018, the Blue Lake Business Council signed a deputization agreement with the County of Humboldt and the Humboldt County Sheriff, which enabled qualified tribal police officers to be appointed as Humboldt County Level I Reserve Deputy Sheriffs, authorized to enforce California state laws. Qualified Blue Lake Rancheria police officers can now be both federally and state cross-deputized and authorized to enforce certain federal laws that apply to Indian Country, the California Penal Code and the Blue Lake Rancheria Tribe's Law and Order Civil Code.

The responsibilities listed below are those of the Blue Lake Tribal Chief of Police. They will be required of the selected individual after the certification and adjudication of a dual, both BIA-OJS and California POST compliant, background investigation; completion of a California POST-approved basic police academy; successful completion of the 3-day Criminal Jurisdiction in Indian Country (CJIC) course; and, successful completion of on-the-job field training (FTO Training) conducted by the Humboldt County Sheriff's Office and the Blue Lake Tribal Police Department.

JOB DESCRIPTION

Under guidance from the Tribal Administrator and Tribal Police Commissioner, the Chief of Police performs assigned administrative duties; patrols assigned areas; responds to calls for service or observed violations; enforces public safety laws, regulations and ordinances; assists and directs the activities of subordinate officers and staff; performs special detail work as needed; and, performs related responsibilities as required.

Reporting Relationships:

Receives guidance from the Tribal Administrator and Tribal Police Commissioner.

Examples of Responsibilities:

- Conducts departmental administrative activities.
- Directs the activities of subordinate officers and staff.
- Operates telecommunications equipment, including CLETS.
- Maintains and reports statistics of law enforcement activity to appropriate agencies, up to and including the FBI.
- Patrols assigned area by automobile or SUV, off-road vehicle, or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
- Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents; collects, preserves and transports physical evidence.
- Notes and reports traffic problems, abandoned or damaged vehicles, and other safety hazards.
- Issues verbal warnings or written citations; makes arrests using discretionary decision-making powers.
- Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures, and special events.
- Investigates certain federal crimes, certain state crimes, and other violations; interviews witnesses, victims and suspects; prepares crime and incident reports, prepares special reports as assigned.
- Restores order and maintains peace at public gatherings or in conflict situations.
- Observes and reports conditions conducive to crime activity.
- Provides general information and assistance to the public.
- Identifies, pursues, apprehends, detains, makes arrests, advises of rights, searches and transports suspects.
- Appears in Federal, State, or Tribal Court to testify regarding arrests or other law enforcement activity.
- Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.

- Participates in community awareness programs to inform citizens of police functions, emergency preparedness, and crime prevention techniques.
- Processes and serves search and arrest warrants.
- Assists other law enforcement agencies.
- Serves as Tribal Court bailiff.
- Attends meetings and briefings as required.

Note: The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The Blue Lake Tribal Police Department reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATION GUIDELINES

Required Education:

A high school diploma or equivalent is required. A two-year college Associates Degree or equivalent is also required. A four-year university Bachelor's Degree is highly desirable. A Certificate of Graduation of a California POST-approved police academy is required. A California POST Advanced Certificate or higher level is desired.

Required Knowledge:

- Federal and state laws, statutes, Tribal ordinances, and Court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights.
- Criminal Justice in Indian Country issues.
- State motor vehicle codes.
- Traffic safety regulations
- Police science principles.
- Police department policies, practices and procedures.
- Theories of human behavior.
- First aid and tactical medicine techniques.
- Safety rules and procedures.
- Principles and techniques of criminal investigation and crime prevention.
- Self-defense methods and physical restraint techniques.
- Radio codes and communications procedures.
- Disease control methods and techniques.

Required Skills:

- Operate a police motor vehicle, off-road vehicle, bicycle, firearms and other weapons skillfully and safely.
- Operate two-way radios following proper communications procedures.
- Operate desktop and portable computer systems, using law enforcement, word processing, data processing and related software programs effectively.

Required Abilities:

- Pass physical, psychological and agility tests.
- Tactfully and effectively relate with different racial, ethnic, age, gender and economic groups.
- Comprehend, understand and enforce departmental policies, rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities.
- Interpret United States Codes (USC) pertaining to criminal and civil law enforcement in Indian Country.
- Interpret state criminal and related codes and Tribal or local ordinances.
- Accurately recall the circumstances under which violations or arrests occurred for testimony purposes.
- Understand and interpret local maps, Indian Country geography and habitations to determine locations of calls for service.
- Work effectively in team response situations.
- Effectively manage the activities of subordinates.
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations.
- Communicate clearly and concisely in conveying commands.
- Maintain alertness and concentration in emergency situations.
- Accurately recall names, faces and details regarding crime incidents.
- Follow proper safety rules and procedures.

- Work under varying weather conditions.
- Communicate and work cooperatively with subordinates, co-workers, supervisors and public or private representatives.
- Understand, promulgate and carry out oral or written commands and instructions.
- Complete clear and accurate police reports and work activity records.

Special Requirements:

- Valid Class C California driver’s license with evidence of an acceptable driving record.
- May be called to respond to police service calls at any time during assigned shifts, and may be called out for assistance during off-duty hours.
- Ability to successfully pass a thorough BIA-adjudicated and California POST-approved dual background investigation, meet Tribal standards, and successfully pass pre-employment physical and psychological examinations as a condition of employment.
- Law enforcement officers in California must be 21 years or older at time of commissioning.

APPLICATION

Apply by completing a Blue Lake Rancheria Tribal Government Employment Application and returning it to the Tribal Office front desk, 428 Chartin Road, Blue Lake, CA 95525. (Phone: 707.668.5101)

THE SCREENING PROCESS

All applications will be pre-screened as per the minimum qualifications set forth by the job description. Only applicants who meet the minimum qualifications of the position will be approved to continue in the recruitment process. Qualified candidates will be notified after the closure of any job announcement regarding the dates, times, and locations of written tests, physical ability tests, and oral interviews.

Candidates who are successful in all aspects of the screening process will be placed on an eligibility list which will be used to fill vacancies for the next one year (or until the list is exhausted). While the Blue Lake Tribal Police Department may choose to “extend” the Eligibility List past the initial one-year time frame, nothing obligates the department to do so.

The above-described Chief of Police position is dependent on the availability of funds.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing, etc.), please notify the Blue Lake Rancheria Human Resources Department. The Blue Lake Rancheria Tribe performs job-related medical/physical/psychological evaluations and pre-employment drug screening. EEO/ADA.