



Job Title: Chief of Police
Department: Public Safety Department
Reports to: Executive Director for Programs & Services
FLSA Status: Exempt
Salary Grade: \$92,705.60 – \$139,048.00
Location: Coos Bay

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Executive Director for Programs & Services, the Chief of Police has responsibility for the management of the CIT Public Safety Department, including the Police and Security Programs, and its personnel. The Chief of Police protects and serves the community through professional law enforcement duties in accordance with established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs professional law enforcement duties. Ensures that laws and ordinances are enforced. Maintains public peace and safety. Directs investigations of major crime scenes. Handles citizen complaints.
2. Responds to calls of service from all departments, facilities, and dispatch calls. Ensures that the Police Department or other appropriate agency responds to security alarms and issues.
3. Performs community policing for public safety protection.
4. Works with Division and Department directors to assess safety risks and needs and provides recommendations to alleviate risks;
5. Manages police and security personnel. Increases management effectiveness by orienting and training staff; assigning, delegating, and reviewing work; coaching and providing performance feedback; evaluating performance and assisting with disciplinary measures as necessary. Develops priorities and goals for service delivery and standards for employee performance. Performs the duties of subordinate personnel, as needed.
6. Develops, implements, and manages the Coquille Public Safety Department budget. Ensures that all program areas are prioritizing and assessing budget and workflow to best utilize staff and financial resources.
7. Manages and reports on Public Safety grants
8. Maintains Department equipment and supplies; purchases equipment as necessary.
9. Directs and manages Department's training and career development.
10. Manages evidence and ensures compliance with established policies and procedures.
11. Represents the CIT Police Department at meetings with other public or private agencies, groups, and individuals.
12. Prepares and submits monthly reports to the supervisor regarding the Police Department's calls, and quarterly department reports with relevant program updates and workload.
13. Attend the SB 770 Public Safety Cluster regularly, and provide updates to supervisor
14. Performs other duties, as assigned.

The above statement reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as detailed description of all the work requirements that may be inherent in the job.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear, use hands and fingers to feel, handle or operate objects, controls or tools listed below, climb and balance, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move more than 100 lbs. Work is generally performed in an office setting and outdoor environment. Occasional evening and weekend work are required. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work may take place near moving equipment/machinery and require the use of protective clothing, equipment, devices, and materials.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
4. Knowledge of applicable laws, ordinances and CITPD rules and regulations.
5. Knowledge of Indian law, rules and customs of The Coquille Indian Tribe.
6. Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
7. Knowledge of modern principles, practices and techniques of criminal justice administration.
8. Ability to make decisions independently in accordance with established policy and procedures.
9. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
10. Ability to exercise excellent organization, time management, analytical and problem solving skills.
11. Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
12. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
13. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
14. Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
15. Ability to work extended hours and various work schedules, including evenings, weekends and holidays.
16. Ability to respond to community issues and concerns with a high level of sensitivity.

17. Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles. Proficient in firearm safety.
18. Ability to operate tools and equipment such as: police vehicle, police radio, radar gun, hand gun, other weapons as required, police baton, handcuffs, breathalyzer, pager, first aid equipment, telephone, and cell phone.
19. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
20. Ability to work with mathematical concepts such as basic arithmetic.
21. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. High School Diploma or GED required.
2. 90 college credits or a degree in Criminal Justice required.
3. Possession of Oregon DPSST Basic Certificate required.
4. Possession of Oregon DPSST Supervisory Certificate required.
5. Possession of Oregon DPSST Management Certificate (within 2 years of date of hire) required.
6. Seven (7) years of progressively greater responsibility in Law Enforcement required.
7. At least two (2) years of direct supervision of law enforcement officers required.
8. A valid Oregon driver's license is required.
9. Basic CPR/First Aid certification required.
10. Previous experience working in tribal police department preferred.
11. DPSST Executive Certificate preferred.
12. DPSST Advanced Certificate preferred.
13. Bachelor's or master's degree in a management or administrative field preferred.
14. FBI National Academy or equivalent advanced training preferred.

