

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL (RRCBC) JOB DESCRIPTION**Chief of Police**

Job Title:	Chief of Police	Department:	Tribal Police Dept.
FSLA Status:	Exempt	Location:	Tribal Police Dept.
Reports to:	Tribal Administrator	Full Time	
Salary Range	DOE	Date approved by RRCBC	03/03/2021

POSITION SUMMARY:

This position is responsible for the management, developing, implementing, evaluating, planning and direction of tribal law enforcement. This position will manage Standard Operating Procedures, budget, goals, and objectives. Incumbent will administer law enforcement to ensure compliance with all tribal, municipal, and state laws and compact guidelines. Incumbent is accountable for the safety and well-being of the community, employees, and visitors within the interior boundaries of Robinson Rancheria.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage, plan, and direct the complete law enforcement area to ensure compliance with all required regulations of tribal, local, state, and federal laws, regulations, and procedures.
- Supervise staff to include hiring, training, orientation, scheduling, and evaluation of job performance.
- Develop measurable performance evaluations for assigned staff according to department goals objectives.
- Assure proper discipline procedures are being followed by Robinson Rancheria Citizens Business Council Personnel Policies and Procedures.
- Assure Robinson Rancheria Personnel Yearly Training complies to protect the Robinson Rancheria Tribe against potential lawsuits.
- Develop, implement, and monitor the annual budget.
- Develop, implement, and review Department Standard Operating Procedures.
- Develop, and implement, department goals and objectives in the range of three (3) to five (5) years.
- Assure security is present at various Tribal functions.
- Handle and investigate grievances in the appeal process.
- Enforce all municipal and state laws surrounding individuals' constitutional rights.
- Develop and maintain cooperative agreement with local governments/municipalities.
- Provide statistical data to local governments as it relates to law enforcement.
- Attend and participate in the following, to include but not limited to:
 - Tribal, local, county state and federal meetings on law enforcement issues.
- Participate and/or host local, state, and national law enforcement conferences and seminars.
- Answer questions pertaining to the law enforcement area at General Tribal Council meetings.
- Assist police and gaming investigators with complex investigations, ensuring compliance with all municipal and state laws and compact guidelines.
- Answer public complaints to ensure all are responded to and completed in a timely manner.
- Maintain effective oral and written communication with peers, court personnel, attorneys, other county and state departments, media representatives and the general public.
- Participate in a random drug testing/screening according to the Robinson Rancheria Tribal Drug Free Workplace Policy.
- On call 24 hours for crisis/emergency situations.

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- Maintain strict confidentiality in all matters.
- Always practice excellent customer service skills to include, but not limited to, addressing customer and employee needs courteously and promptly.
- Adhere to all Robinson Police Department Standard Operating Procedures and Robinson Rancheria Law Enforcement Ordinance.
- All other jobs related duties as assigned by the Robinson Rancheria Police Commission.

ABILITIES:

- Excellent verbal and written communication skills.
- Ability to lift up to 100 pounds with assistance.
- Sit for periods of 8-10 hours.
- Work a flexible schedule which would include day, afternoon, evening shifts, weekends, and holidays, as necessary.
- Organizational skills.
- Detail oriented.
- De-escalation skills.
- Safety awareness skills.
- Working alone in the evening at times.
- Multi-Tasking and time management skills.
- Understanding using a taser.
- Understanding standard broadcasting and techniques of a police radio system.
- Office management skills, including but not limited to typing, data entry, record keeping and filing, and filing letters.
- Knowledge of Microsoft Office (Word, excel, PowerPoint).
- Excellent public working relations skills.
- Respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- Excellent problem-solving and conflict resolution.
- Excellent investigative skills.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds.
- Possess a basic understanding of Robinson Rancheria Tribal Laws.
- Working experience with Tribal Reservations.
- Possess a basic knowledge of RRCBC custom and tradition.
- Possess a basic knowledge of surrounding American Indian tribe custom and traditions.
- Must meet and maintain the tribal code of ethics requirements which will be reviewed on a yearly basis.
- Ability to deal professionally with the public and other governmental law enforcement departments is required.
- Well-developed interpersonal skills are required. Must be tactful and mature with the ability to work with a wide variety of personalities, demonstrating objectivity, respect, courtesy, maturity, and patience.
- Must be able to take care and effectively deal with people in a stressful situation.

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MINIMUM QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Police science, Criminal Justice or closely related field from an accredited college or university is required.
- Must possess the Police Recruit Certificate of California.
- Must possess a current State of California certification as a Law Enforcement Officer or upon approval from the State of California Standards Board.
- Must obtain the State of California certification as a Law Enforcement Officer within six (6) months of employment if applicant has an out-of-state Law Enforcement Officer certificate. **(MUST PROVIDE A COPY OF ALL DIPLOMA, LICENSE, DEGREE OR CERTIFICATION UPON EMPLOYMENT.)**
- Twelve (12) years of previous Law Enforcement experience from state, tribal, local, or federal government is required.
- Must have ten (10) years of increasingly responsible leadership and command-level experience, including significant field supervisor experience in a law enforcement agency. Experience must include administrative, financial, budgeting, operation, and employee relation skills.
- Must be willing and able to become familiar with California State Statutes, Tribal Resolutions and By-laws as they pertain to law enforcement.
- Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
- Must be willing and able to complete KRONOS training within fourteen (14) days of employment.
- Incumbent will be on a one (1) year probationary period and be willing and able to have annual background security check. This is an exempt position and reports to the Robinson's Rancheria Judicial Commission and Robinson Rancheria Citizen's Business Council. Continuation of this position is contingent upon funding allocations and political appointment.

LANGUAGE SKILLS:

- Must have the ability to read, write and comprehend simple instructions, correspondence, and memos.

CONDITIONS OF EMPLOYMENT:

- Occasionally bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, carry, and lift to one hundred (100) pounds with assistance.
- Repetitive foot movements in operating foot controls and repetitive hand movements for simple and firm grasping.
- Continuous exposure to the outdoors which will require use of protective clothing and/or equipment.
- Must pass the Robinson Rancheria physical agility examination, psychological examination, and background security check.
- Must pass a physical examination including eye examination.

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- Must complete annual physical agility testing in accordance with Department Standard Operating Procedures.
- Must complete a Self-Disclosing Physical Questionnaire prior to employment.
- Must adhere to strict confidentiality in all Robinson Rancheria Tribal Department matters. **(MUST SIGN A CONFIDENTIALITY STATEMENT PRIOR TO EMPLOYMENT.)**
- Must be willing and able to obtain additional education and training.
- Must pass a pre-employment drug screening. Must adhere to the Robinson Rancheria Police Department Drug and Alcohol-Free Workplace Policy during the course of employment.
- Must pass a background security check prior to and during the course of employment with the Robinson Rancheria in order to meet the Employment Eligibility Requirement and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
- A valid driver's license, reliable transportation and insurance are required. Must have a California driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

(Future drug testing may be requested at the discretion of the Tribal Administration or Tribal Council.)

Native American Preference Applies: Preference given to qualified Native American is pursuant to the Indian Self-Determination and Education Act, public Law 93-638

Employee Signature _____ Date _____

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*