



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Patrol Sergeant

OPEN: December 20, 2019

EXEMPT: No

SALARY:(12-13) \$38.16- \$49.15 per hour DOE

SHIFT: Varies

LOCATION: Police Department

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Law & Justice

DEPARTMENT: Police Department

SUPERVISOR: Chief of Police

VACANCIES: 1

JOB SUMMARY: The Patrol Sergeant is the First Line Supervisor for the Patrol Division of the Lummi Nation Police Department, which is responsible for general law enforcement, crime prevention and investigation work governed by Title 9, Lummi Nation Code of Laws, Law Enforcement Officers Code. The Patrol Sergeant is responsible for all duties and responsibilities of the Police Officer, in addition to being a First Line Supervisor.

The employee occupying the position of this class is responsible for the protection of life and property through enforcement of Lummi Code of Laws, Titles 5, 6, and other Tribal Codes, statutes and laws; rendering emergency assistance to the public in a wide variety of situations; patrolling residential, rural and business areas of the Lummi Indian Reservation, performing standard crime and accident prevention; identifying and recovering stolen property; investigating traffic accidents and crime; and deciding whether to arrest or not, as well as when to use force or firearms.

Law enforcement involves personal danger and the employee must exercise individual judgment and discretion in meeting emergencies and enforcing ordinances and laws. Other duties include conducting the complete investigation of crimes, and attending court for civil traffic and criminal cases.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Provide direct supervision of Police Officers to ensure integrity of investigations, including maintenance and security of major crime scenes, i.e. evidence, photos, victim safety, and report writing.
2. Provide notification of superiors in command structure of major incidents, crimes, arrests, etc.
3. Ensure rights of citizens are protected in arrest decisions.
4. Ensure proper documentation of police activities.
5. Review and approve daily police reports for accuracy, elements of crime, and complete documentation of crime to ensure successful prosecution.
6. Review civil citations for accuracy and format.
7. Schedule patrol shifts to ensure proper coverage for special events, holidays, community activities, etc.

8. Conduct annual employee evaluations of police officers and update job descriptions, if necessary.
9. Make recommendations for training, special assignments, etc., based on employee performance.
10. Sergeants will utilize their expertise and experience to develop in-service trainings and assist in coordination of in-service trainings.
11. Sergeants are issued department cellular phones and are expected to respond to calls from department members within a reasonable time.
12. Counsel employees regarding corrective action, provide necessary training, and schedule for review.
13. Prepare and submit operational reports to the Lieutenant.
14. Sergeants may be subject to call out during critical incidents that require extended or continuous manpower.
15. Learn Lummi culture and apply knowledge as appropriate to investigate crimes and interact with community members.

MINIMUM QUALIFICATIONS:

- 3 years law enforcement experience with Lummi Nation Police Department.
- First Level Supervisor training to be completed upon selection.
- Completed Basic Law Enforcement Academy.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrate interpersonal communication skills.
- Ability to coach and mentor employees.
- Generate and manage documentation.
- Identify and manage department resources.
- Manage critical incidences.
- Evaluate employee performance.
- Demonstrate an understanding of progressive discipline practices and "just cause" protocol.
- Must maintain strict confidentiality at all times.
- Knowledge of Lummi Culture and Community, and ability to apply knowledge as appropriate to investigate crimes and interact with community members.

REQUIREMENTS:

- Must have no convictions of moral turpitude or felony and not have been convicted during the past year of a misdemeanor.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check
- No criminal behavior, on or off duty.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or

certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226.
Human Resource Fax number: 360-380-6991.