



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:** Police Captain

OPEN: January 16, 2020

CLOSES: January 24, 2020

EXEMPT: No

JOB CODE:

SALARY: (13/14) \$48.27-\$52.84 p/h DOE **DIVISION:** Law & Justice

SHIFT: Varies

DEPARTMENT: Police

LOCATION: Tribal Administration

SUPERVISOR: Police Chief

DURATION: Regular Full Time

VACANCIES: 1

JOB SUMMARY: This is a mid-management law enforcement position. The employee occupying this position is responsible for supervision of police, natural resources enforcement, and criminal investigations of the Police Department.

Work of this class is characterized by: the responsibility for supervision, either directly or through subordinates, over the day to day operation of a law enforcement office; for resolving problems within the limits of responsibility; for evaluation of work performance, recommending service awards and disciplinary measures; assists in setting departmental goals and meeting them. The Police Captain is expected to apply reasonable judgment and previous experience in resolving problems, coaching and counseling subordinates, meeting emergencies and interpreting departmental policies and regulations within the parameters defined by the Chief of Police and the Law & Justice Commission. Occasionally performs the duties of the Chief of Police in his/her absence. Position requires high moral character and ethical behavior.

In coordination with the Chief of Police, the Police Captain shall uphold sovereignty, self-governance, treaty rights and jurisdiction that declare strict tribal control over enforcement activities within our traditional homelands and waterways including within the exterior boundaries of the Lummi Reservation. Assist the Chief of Police with the implementation, coordination of training and orientation of such primary tribal principles; including: our Tribal regulatory authority through tribal code of laws, ordinances and Tribal Government initiatives. Provide oversight with regulation of activities that could negatively impact the traditional culture of the tribe is both necessary and desirable for the protection of inherent, sovereign, treaty rights and the benefit of the Lummi Nation and tribal members of past, present and future generations.

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

1. Through supervision, advise and recommend to the Chief of Police of on-the-job training programs (i.e. departmental policies and procedures) for Departmental employees.
2. Additionally, in coordination with the Chief of Police, seek, develop, and implement adequate Departmental training on tribal sovereignty, self-governance, treaty rights, jurisdiction, tribal laws, and cultural practices of the Lummi people.

3. Assist the Chief of Police in the development and implementation of Departmental protocols that honors and respects the cultural practices of the Lummi people at the scene of traumatic incidences and during the course of carrying out daily duties.
4. Ensure that training is provided to Departmental employees and available to First Responders.
5. These duties are in addition to those stated in the Police Officer, Natural Resources Enforcement Officer and Police Sergeant Descriptions. The Police Captain performs Police or NREO duties at least once per month to maintain appropriate skills.
6. Supervises the activities of the Patrol and Natural Resources Enforcement Divisions, usually through the Sergeants. Observe, assist and review the work of the Sergeants.
7. Enforce applicable Tribal Laws, Regulations, and LIBC Resolutions, including, but not limited to: Title 5 - Criminal Code (including SA and 5B), Title 6 -Traffic Code (including 6A), Title 8 - Children's Code, Title 10- Natural Resources Code, Title 12- Exclusion Code, Title 13, Tidelands Code, Title 19- Fireworks Code, and Title 32 Animal Control Code.
8. Insures the work schedules meet the needs of the Lummi Nation Community and that all public contacts, activities and investigation are handled properly and professionally.
9. Recommends appointments, service awards, and disciplinary actions for subordinates and investigates complaints against officers.
10. Shares the responsibility with the Chief of Police for: oversight of the records and evidence sections; budget preparation and expenditures in compliance with Title 28; forming and implementing standards of work and operating procedures; safety of the officers and the public.
11. Assume Command Responsibilities in the absence of the Chief of Police.
12. Arranges, for self and subordinates, participates in and reviews in-service training programs. Attends and satisfactorily completes all training to which assigned.
13. Responsible for seeking out, testing, interviewing and investigating new employees of the Law & Order Department, in accordance with LIBC Personnel Policies, Law & Order Policies and direction from the Chief of Police.
14. Report on the current status of the divisions supervised, either verbally, in writing or by electronic mail to the Chief of Police on a regular basis and as directed or necessary.
15. Perform other Law Enforcement related duties as necessary for the safety of the community and order of the department.
16. Assist and coordinate with the Grants Office; including accurately demonstrating the needs of the department.

MINIMUM QUALIFICATIONS:

- Complete Basic Police Academy and First Line Supervision Training
- 7 years law enforcement experience.
- 5 years with the a Tribal Police Department *preferred*
- 5 years experience as a supervisor
- Must possess 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:

- High level of writing ability (ie: writing department policies and procedures), program development (ie: recruitment and retention, etc), with the ability to implement to all departmental employees.
- Recognize the role and importance of the Schelangen of the Lummi Nation and train subordinates the importance of the culture and sovereignty of the Lummi Nation.
- Knowledge of modern police methods, techniques in prevention, investigation, and suppression of criminal activities.

- Knowledge of procedure for identification and preservation of physical evidence.
- Responsible for acting as chief administrative officer of the Lummi Nation Police Department, including: supervision and evaluation of department employees, creation and implementation of department policy, operations and disciplines to promote community trust, accountability, and professionalism.
- Knowledge of defendant's rights and the laws and pertinent court decisions concerning their application.
- Knowledge of the principles of supervision, organization and administration.
- Ability to use good judgment and make decisions in stressful situations, and to analyze and adapt to new situations quickly.
- Ability to establish and maintain effective working relationships with other public and private officials, the public and coworkers. If applicable, coordinate with other LIBC Departments (i.e., Schelangen) for specialized training
- Ability to prepare reports and participate effectively in department functions. Ability to demonstrate good writing skills and training ability.
- Arrange and supervise special services for all community gatherings, other special occasions and special security needs.
- Ability to understand and execute oral and written instructions.
- Ability to testify in Court. Explaining observations, decisions, actions, and departmental policies and procedures.

REQUIREMENTS:

- 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 successful and extensive criminal background check, CAMIS background check.
- Willing to complete Mid-Management Training or higher within the 1st year of service.
- High moral character; be honest and trustworthy; have integrity, sound judgment, and temperate habits.
- No criminal convictions within the past year.
- Good work history within the police department; ie: completing reports in a timely manner, completing tasks in a timely manner, conducting thorough investigations, working with minimal supervision, etc..
- Current First Aid and CPR certification.
- **New employee must:** Pass oral interview, physical exam, polygraph, back ground investigation, and provide release of medical records. Have no convictions of moral turpitude or felony. No misdemeanor convictions in the past year.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.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.