

# SAUK-SUIATTLE INDIAN TRIBE JOB DESCRIPTION

**JOB TITLE:** PUBLIC SAFETY DIRECTOR  
**DEPARTMENT:** LAW ENFORCEMENT  
**REPORTS TO:** RONDA METCALF, GENERAL MANAGER  
**STATUS:** SALARIED  
**PREPARED DATE:** March 18, 2013  
**APPROVED BY:** RONDA METCALF, General Manager  
**APPROVED DATE:** March 18, 2013

**Summary:** The Public Safety Director shall direct, plan and manage all functions and operations of the Sauk-Suiattle Law Enforcement Department in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property. The Public Safety Director shall be subject to supervision by the General Manager and shall direct and supervise all employees of the Law Enforcement Department.

The Public Safety Director will act under the direction of the General Manager. The Law and Order Committee will give policy through the General Manager.

## **Essential Duties and Responsibilities include the following:**

1. To be responsible for the proper and efficient management of the Law Enforcement Department including:
  - a. Planning and directing the implementation of the Departments short and long term goals, objectives, rules, regulations, and to work methods that comply with federal, state, and local laws and in response to assessment of community needs;
  - b. Writing reports on Departmental activities to be submitted to the GM;
  - c. Drafting and presenting budget requests and ensuring the Department operates within the Tribal Council approved budget;
  - d. Representing the Department in all significant public relations matters and events;
  - e. Evaluating, presenting, submitting and managing grants for funding the Department;
  - f. Overseeing all aspects of the Department including but not limited to personnel, training of officers, and scheduling;
  - g. Establish, within policy guidelines, appropriate service and staffing levels;
  - h. Provide consultation and staff assistance to the GM, Tribal Council, and other governmental officials.
  - i. Commands force during emergencies, such as fires, floods and riots;

- j. Supervises 3 to 10 employees in the Police and Fish & Wildlife Departments.
2. To be responsible to the Council for the proper and efficient enforcement of all law for which he or she has been given authority and for the efficient service and discipline of the tribal police officers and other persons under his or her supervision.
3. To thoroughly investigate all complaints filed by any citizen against any personnel under his or her supervision and to produce a written report of such complaint and the investigative action including his or her findings for review by the General Manager and the Tribal Council.
4. To notify the GM and the Tribal Council in writing of any case of serious misconduct or neglect of duty on the part of subordinates and the personnel action taken.
5. To be responsible to the Tribal Council, to willingly and faithfully perform any and all duties required by laws, ordinances and resolutions of the Sauk-Suiattle Indian Tribe and to administer the duties in conformity with the standards of conduct set forth in the employee handbook.
6. To coordinate investigative functions with state and county officers and officials, special officers, and other federal officials whenever appropriate in promoting law enforcement on the Reservation. Provide, that no investigation or person subject to the jurisdiction of the Sauk-Suiattle Indian Tribe shall be relinquished to outside authorities absent concurrence of the GM and Chairman.
7. Other duties as assigned.
8. In all duties the Public Safety Director shall maintain the highest professional and ethical standards and require that of the Law Enforcement staff as well. The Public Safety Director is expected to exercise good judgment in the performance of these duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of jurisdictional issues related to Tribal Law Enforcement. Thorough knowledge of federal laws and regulations applicable to Tribal Law Enforcement, including 25 C.F.R. Chapter I, subpart A. Ability to read, understand and direct enforcement of applicable Tribal codes. Experience working with neighboring law enforcement agencies, and cross-commissioning agreements. Proficient ability to read, write and communicate in the English language. Experience working in tribal communities is preferred. Willingness to become familiar with the customs, traditions and culture of the Sauk-Suiattle Indian Tribe and the Point Elliot Treaty of 1855 is required.

### **MINIMUM QUALIFICATIONS**

1. United States Citizen;
2. High School Diploma or equivalent;
3. Valid drivers' license with no pending risk of loss;

4. In sound physical condition and of sufficient size and strength to perform the duties required;
5. Must possess courage, self-reliance, intelligence, and high sense of loyalty and duty;
6. Must never have been convicted of a felony;
7. Must not have been convicted of any misdemeanor for a period of one (1) year at the time of appointment;
8. Must be able to pass a written examination, an oral examination, a physical examination, a polygraph examination, a psychological examination, a medical examination, and a background investigation;
9. Formal training in police administration and a Bachelor's degree in job related field preferred;
10. Graduate of municipal or regional Basic Law Enforcement Training Academy or equivalent, as accepted by the Washington State Criminal Justice Training Commission;
11. Must have career level certifications in First Level Supervisor and Middle Management from Washing State Criminal Justice Training Commission;
12. Five years management experience preferred.
13. Ten years experience in Law Enforcement preferred.

### **WORK ENVIRONMENT**

Salaried position. Shall spend sufficient time at the job to insure the smooth and responsible operation of the Police Department over which he/she has supervisory control. Shall work at least forth (40) hours per week, but may be called upon to work more than forty (40) hours per week in order to complete normal duties or to attend meetings and conferences. Willingness to work over forty hours (40) without additional compensation on such assignments considered a condition of employment. Will be allowed reasonable freedoms in their working hours, subject to approval of the general manager, to compensate for the excessive hours worked, so long as essential duties and responsibilities are maintained.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year College or University; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

Valid drivers license with no pending risk of loss; Graduate of municipal or regional Basic Law Enforcement Training Academy or equivalent, as accepted by the Washington State Criminal Justice Training Commission.

### **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk. The employee is frequently required to sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

### **Culturally Sensitive**

This employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Duties:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**THE SAUK-SUIATTLE INDIAN TRIBE IS AN EQUAL  
OPPORTUNITY EMPLOYER:**

SSIT actively encourages applications from all persons  
regardless of race, religion, gender, age, national origin,  
marital status, or ancestry.

**NATIVE AMERICAN AND VETERANS PREFERENCE  
APPIES  
THE SAUK-SUIATTLE INDIAN TRIBE IS AN AT-WILL  
EMPLOYER**

**I have read and understand this position description. This position description is  
subject to change at the sole discretion of the Sauk-Suiattle Indian Tribe.**