



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Job Description

## Chief of Police

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Chief of Police**  
Supervisor: General Manager  
Location: La Push, WA  
Work Info: Full Time: 40 Hours per week  
Salary: DOQ/E

**POSITION SUMMARY:**

The Chief of Police is responsible for the direction of all operations of the Quileute Police Department. Key responsibilities include monitoring of all department personnel to ensure work performances are meeting department and BIA standards. The Chief of Police will be in charge of Incident Command and Emergency Management. The Chief of Police will be in charge of preparing the annual budget for the Police Department, review operations, set schedules and applies effective law enforcement practices and procedures. Assures proper police and safety standards are maintained. The Chief of Police will report to the General Manager and to Quileute Tribal Council to advise on Public Safety matters affecting the Tribal community and businesses. The Chief of Police can delegate operational duties to the Sergeant of police and patrol officers as needed. Incoming Chief of Police must live within a 30-mile radius of the reservation and have a landline telephone for emergency calls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Maintain and manage the department budget and grants
- Reporting to Bureau of Indian Affairs
- Serve as the supervisor to all sworn police officers
- Must undergo training and familiarization of the Quileute Tribes constitution, Codes and Ordinances, Tribal Court System, policies, goals and objectives
- Enforce criminal, traffic laws and local ordinances
- Work various schedules based on the needs of the community, and directive from the Quileute Tribes General Manager
- Respond to citizen emergency calls and complaints
- Investigate crimes and prepare written reports
- Issue citations, summons, serve arrest warrants
- Provide crime prevention assistance to the public
- Create and implement a program with the Tribal School to promote greater understanding between the youth and law enforcement
- Administer first aid and assist other emergency services
- Deal successfully with violent or stressful incidents
- Use physical force, including deadly force, to protect self, officers and public, when necessary
- Carry and maintain proficiency with firearm, wear a uniform, and work rotating shifts, including weekends and holidays
- Other duties and responsibilities on the reservation and tribal properties as directed by the General Manager

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to read/write and prepare detailed daily activity and case reports.
- Ability to deal effectively with the public.
- Ability to prepare and give oral presentations to the public.
- Ability to investigate accidents and crime scenes and make arrests.
- Ability to prepare case reports and submit them in a timely manner and give courtroom testimony.
- Ability to plan tasks and manage time efficiently.
- Ability to receive telephone calls and respond to emergencies.
- Knowledge of Tribal, state, and federal laws/enforcement procedures.
- Knowledge of traffic ordinances and codes.
- Knowledge of the use of maintenance requirements for departmental and personal protective equipment.
- Knowledge of Tribal policies and procedures and state statutes.
- Knowledge of Tribal safety practices, regulations, and policies.

## **WORK ENVIRONMENT:**

- Indoors/Outdoors, patrolling on foot and in a police vehicle.

## **PHYSICAL DEMANDS:**

- Maintain a required level of physical and mental fitness

## **SUPERVISORY RESPONSIBILITY:**

- Over see all sworn law enforcement officers commissioned by the Quileute Tribe
- Maintain communication with the General Manager and Quileute Tribal Council regarding Incident Command
- Oversee Emergency Management and assist the Emergency management officer when necessary
- Complete annual self-audit in accordance with BIA standards

## **QUALIFICATIONS:**

### **Required Qualifications:**

- Completion of Basic Law Enforcement Academy
- Supervisory experience
- Minimum 10 years Law Enforcement experience
- Valid Driver's License
- Must pass a criminal background check with no convictions.

### **Preferred Qualifications:**

- Tribal Chief of Police experience
- Budget management
- AA or 90 college course credits

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid driver's license ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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