



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Tribal Police Lieutenant  
**Department:** Tribal Police Department  
**Supervised by:** Tribal Police Chief  
**Pay Grade:** E6 \$78,805-\$110,187 DOQ  
**FLSA:** Full-Time; Exempt

**Position Summary:** Tribal Police Lieutenant performs a variety of administrative and professional work in assuring compliance with Tribal, State and Federal Laws. Tribal Police Lieutenant assists with supervising Tribal Police Officers and Staff. This position becomes Interim Chief when the Tribal Police Chief is absent.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### Job Duties:

- Ensures Tribal Police Officers are in compliance with Bishop Tribal Police Department's Policies and Procedures.
- Manages work schedules of Tribal Police Officers
- Oversees civil investigations and assists with criminal investigations on the Bishop Paiute Indian Reservation.
- Acts as the department's Field Training Officer ensuring all officers are properly trained prior to officers advancing to unsupervised patrols.
- Investigates complaints on Tribal Police Staff.
- Enforce and investigate alleged violations of ordinances and resolutions of the Bishop Paiute Tribe.
- Delivers legal papers as requested by the Tribal Court or Tribal Council and provides proof of service.
- Act as bailiff during Tribal Court sessions and security at public meetings to maintain order.
- Patrols and observes the Bishop Paiute Indian Reservation as requested by the Tribal Council and Tribal Police Chief.
- Serve as a tribal liaison with local, state and federal law enforcement.
- Complete reports for all incidents that occur and prepare appropriate documentation for the Tribal Court System of record.
- Availability to patrol 24 hours a day, seven days per week, with on call shifts.
- It is understood that this position will require the individual to perform discretionary and sometimes policymaking functions as a Tribal Official in performing the above listed and to be assigned responsibilities.
- Oversees all subordinate officers daily activities and reviews reports.
- Must be able to conduct daily inspections of worksites and be able to provide detailed and quality reports.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

### Education and Experience:

- Three (3) years' experience at or above sergeant level.
- Basic P.O.S.T. certified from a State or Federal agency preferred.
- Within one (1) year of hire, attend California P.O.S.T supervisory class.
- Knowledge of Public Law 280 and relevant Federal laws.

## Other Requirements:

- Must pass an FBI Fingerprint check and receive background clearance.
- Within 30 days of accepting employment, must be able to establish full-time residency within a **20 minute response time** of the Bishop Paiute Tribe.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must possess a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

## Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

## Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Oral communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and can conduct productive meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Motivated*—the individual inspires himself/herself and others around them to get the job done and follow through on assigned tasks.
- *Safety Oriented*—Observes surroundings to maintain a safe work environment for community members and co-workers.

## Physical Demands/Work Environment:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and coordination in preparing reports using a computer keyboard. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 50 pounds. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. **Hazards** - Conditions where there is danger to life, health or bodily injury.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_