# Yurok Tribe Job Description

## Chief – Public Safety

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Public Safety Chief</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Public Safety</td>
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<tr>
<td>Program Area:</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Position Code:</td>
<td>12</td>
</tr>
<tr>
<td>Location:</td>
<td>Weitchpec/Klamath</td>
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<tr>
<td>Reports To:</td>
<td>Executive Director</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Salary Range:</td>
<td>$72,999.00 - $94,898.00</td>
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## Summary

Under general direction of the Executive Director, the Public Safety Chief manages and oversees the operations of the Tribal Public Safety department. The objective of the Department is to maintain order on the Yurok Reservation and ensure the protection of life, property, and individual rights of Tribal Members and residents of the Yurok Reservation through the enforcement of applicable Yurok Tribal Laws, Codes and Ordinances. The Public Safety Chief is also responsible for communications, fire protection, emergency medical service, traffic and parking control on certain roads, animal control, search, rescue, and emergency and disaster preparedness and response.

## Duties and Responsibilities:

1. Supervises or conducts investigation of violations of Tribal Ordinances, California Fish and Game Codes, Codes of Federal Regulations, and other applicable laws on the Yurok Indian Reservation.
2. Supervises or conducts investigations of offenses, and may collect and preserve evidence, issues citations, confiscates fishing gear (i.e. nets, boats, fish caught or possessed in violation of regulations).
4. Serves warrants issued by a competent authority.
5. Prepares reports that accurately portray incidents to the court of jurisdiction or to a higher echelon of authority.
6. Testifies in court.
7. Assist other law enforcement personnel of the Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National park service, State and local agencies.
8. Responsible for the safety and well being of persons arrested and/or detained for violations.
9. Responsible for Yurok Tribal property and equipment assigned. Directs its use and insures that it is properly maintained.
10. Required to bear and maintain proficient use of firearms.
11. May act as bailiff when court is in session. Responsible for security patrols of tribal property and buildings.
12. Responsible for developing departmental policies and procedures.
13. Responsible for the preparation of budgets and reports.
14. Responsible for the proper supervision and control of payroll, accounting and purchasing.
15. Direct the operational activities of Department Divisions and each sub-unit.
16. Conduct sufficient inspections of personnel, vehicles and equipment to ensure all officers are prepared for duty and are adequately and safely equipped before being assigned to the field.
17. Responsible for the Department Recruit Training program, and its adherence to the California Commission of Peace officers Standards and Training (POST), the Code of Federal Regulations.
18. Assumes direct command of law enforcement field activities when necessary.
19. Respond to fire and medical emergencies on the Yurok Reservation.

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COLA 10/1/16
20. Responsibility for oversight and coordination of fire services and activities, including fire suppression; fire prevention, hazardous material mitigation, and the fire and life safety code compliance.

21. Manage calls for emergency medical services.

22. Assess community needs and department capabilities and recommend short-term and long-term goals and objectives for the Public Safety Department to the Tribal Council.


24. Plan the activities necessary to carry out Public Safety Department goals and objectives.

25. Evaluate department performance in relation to goals and objectives.

26. Coordinate the activities of the department with other departments of the Yurok Tribal government and other agencies.

27. Formulate and recommend ordinances and policies relating to the Public Safety Department to the Executive Director.

SUPERVISORY RESPONSIBILITIES:

The Public Safety Chief exercises direct supervisory responsibilities over Public Safety Officers and Tribal Volunteer Fire Fighters and is responsible for overall direction, coordination, and evaluation of this Department. In accordance with the Tribe’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems subject to the approval of the Executive Director. Supervises subordinates so as to improve their efficiency and the quality of performance.

DESIRABLE QUALIFICATIONS:

Knowledge of:
- Operational emergency medical services and activities of a comprehensive law enforcement, fire prevention, and fire suppression programs and disaster emergency operations.
- Principles, practices, methods and technologies of a modern fire prevention and suppression program.
- Operation, maintenance, and uses of fire fighting apparatus and equipment.
- Principles, practice, methods and technologies regarding the operation and use of watercraft, including operations on rivers and the ocean.

MINIMUM QUALIFICATIONS:

1. Possession of POST Advanced certificate.
2. Knowledge of technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, animal control, records management, care and custody of persons and property, and environmental protection.
3. Knowledge of pertinent tribal, federal, state and local laws, codes, and regulations.
4. Highly skilled in the use of firearms and other police equipment, including patrol and marine vehicles.
5. Knowledge of organizational and management practices as well as practices of budget preparation, program development and administration.
6. Ability to plan, organize, direct and coordinate the work of public safety personnel and delegate authority and responsibility.
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7. Ability to select, supervise, and evaluate staff.
8. Ability to identify and respond to community and Tribal Council issues, concerns and needs.
9. Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.
10. Ability to communicate clearly and concisely, both written and orally.
11. Ability to establish and maintain effective working relationships with those contacted in the course of duty including Tribal and other government officials, community groups, Tribal members, media and the general public.
12. Must have current CPR and First aid certification and obtain annually or as required

EDUCATION/EXPERIENCE:

Must possess a Bachelor’s Degree or an Honorable Discharge from the military or must be a graduate of a state or federally recognized police academy, be POST certified and must be a graduate of a state or federal recognized officer course. A minimum of six (6) years experience enforcing state and/or tribal law, and a minimum of five (5) years experience supervising law enforcement personnel, is required.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- When necessary, must be able to lift 100 pounds.
- Must have a valid California Driver’s license and able to be put on Tribal insurance.
- Must be over 25 years of age and in good physical and mental health.
- Must be able to pass a full field background conducted by the Humboldt County Sheriff Department.
- Must have telephone service.
- Work hours often are in excess of forty (40) hours per week.
- Available to respond to incidents at any time of day or night, weekdays and weekends.
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