



EMPLOYMENT OPPORTUNITIES

Job Title: Police Lieutenant

Closing Date: 01/24/2019

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 19-122

Job Type: Regular Full-Time

Department: Gila River Police Department

City: Sacaton, AZ

Locations: 639 W. Seed Farm Road

Area of Interest: Public Safety

Salary Type: DOE

Salary/ Hourly Rate: \$91,095 Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Police Lieutenant is responsible for the administration and direct supervision of the sergeants under his/her command with the bureau assigned. The police lieutenant will perform managerial, supervisory, technical and general law enforcement work in order to preserve public peace; to protect lives, property and rights of the public and to enforce statutory laws and ordinances.

ESSENTIAL FUNCTIONS:

- Responsible for the direct supervision of personnel assigned by monitoring activities, overseeing major incidents, reviewing scheduling and assignment of personnel; and coordinate police activities with Police Commander and other senior management.
- Ensures staffing coverage for assigned shifts and the deployment of Police Officer into appropriate areas.
- Prepares and supervises the preparation of necessary records and reports on assigned Police supervisors and reviews and approves reports prepared and submitted by subordinates in relation to industrial, use of force, arrest, citizen complaints.
- Submits reports through the chain of command on data deemed necessary by the Chief of Police.
- Attends and conducts daily patrol briefings; conducts and attend meetings.
- Assists other law enforcement personnel and agencies.
- Manages and controls operational plans to improve safety, training and reduce liability for the department and the Gila River Indian Community.
- Monitors, mentors and promotes the leadership development of first line supervisors.
- Maintains Personnel Performance Review files on assigned personnel.
- Attends community presentations and briefings as directed by the chain of command.
- Keeps subordinates informed on new laws, Police Department policies and procedures; ensures compliance with all tribal, state and federal laws regarding law enforcement and an adherence to all departmental rules, procedures and guidelines.
- Conducts administrative duties including grant preparation, policy writing, and citizen complaint follow up.
- Informs commanding officers immediately of any situation which appears to be out of the ordinary.

- Assists and directs subordinates with calls for service.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs the duties of subordinate personnel, as required.
- Performs the duties of the bureau commander in their absence.
- May assist in the preparation of the annual budget.
- May make court appearances and offer testimony.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of modern procedures, practices and methods of police administration
- Knowledge of modern methods and practices of criminal investigation and identification.
- Knowledge of applicable Federal, State, Tribal Laws and Community ordinances.
- Knowledge of principles and techniques of budget development and administration.
- Demonstrate proficiency in the use and care of firearms.
- Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.
- Skill in negotiations.
- Ability to supervise, train, coordinate and evaluate the work of others.
- Ability to prepare accurate and grammatically correct written reports.
- Ability to communicate clearly and concisely, orally and in writing
- Ability to uphold the Law Enforcement Code of Ethics at all times
- Ability to respond to citizen requests in a courteous and effective manner
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability to learn new aspects of police work depending on specialty assignments.
- Ability to make references from information provided; respond and manage crises and emergency situations.
- Ability to make mathematical calculations and draw logical conclusions.
- Ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Ability to supervise and coordinate the activities of the staff as assigned, including training, scheduling, hiring decisions, written performance evaluations and possible disciplinary actions.
- Ability to inspect police vehicles and other equipment for proper working order and direct correction of deficiencies.

SUPERVISION RECEIVED:

The work is performed under the direct supervision of a Bureau Commander.

SUPERVISION EXERCISED:

Supervision is exercised over Police Sergeants, Police Officers and other non-sworn support personnel.

REQUIRED EXPERIENCE AND TRAINING:

Associate's degree from an accredited college or university in a related field with a minimum of two (2) years' experience at the rank of Police Sergeant or higher with the Gila River Police Department or a department equal or larger size.

ADDITIONAL REQUIREMENTS:

Certified by the Arizona Police Officers Standards Testing Board (AZPOST) as a Commissioned Law Enforcement Officer (or equivalent certification from another state).

Clear Federal Regulated Adjudication 25 Code of Federal Regulation §§ 63, Executive Order (E.O) 12968, the Gun Control Act of 1968 (Pub. L. 90-618); the Crime Control Act of 1990 (Pub. L. 101-647), and the requirements of the Indian Child Protection and Family Prevention Act as amended (Pub. L. 101-630) – Background clearance every five (5) years.

Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.

Required to attend Title 7 Mandatory Reporting training on a yearly basis.

Applicants cannot have discipline above a Written Record of Discussion or been the subject of a Performance Improvement Plan within the twelve (12) months preceding job announcement.

Required to obtain a Tribal Driving permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position
Reports to Police Commander or designee

BENEFITS INFORMATION:

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
- Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

Other Voluntary Benefits –

- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays
- Vacation Leave
- Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org