



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2018:03

Position Title: Lieutenant - Northern Properties (WCM-WCW)

Advertising: Publicly

Department: Public Safety

Division: Public Safety

Immediate Supervisor: Police Chief

Department Director: Police Chief

Employment Status: Non-exempt

Position Type: Regular Full-Time

Mandatory Reporter: Yes

Background Check Required: Yes (child-sensitive)

Opening Date: Thursday, January 11, 2018

Closing Date: Thursday, January 25, 2018 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Lieutenant-Northern Properties (WCM-WCW) serves, with little direct supervision, as the "Commander" for Tribal Police assigned to the Tribal Casinos & Reservations in Montgomery and Wetumpka. The Lieutenant is responsible for supervising subordinate officers; training department personnel in police techniques and methods; and enforcing all department rules, regulations, and policies. While this position is primarily located at the Northern Reservation Properties, the position may require short or long term transfer to work at Poarch in order to support the needs of the Tribe and Police Department. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Lieutenant is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Lieutenant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Lieutenant – Northern Properties (WCM-WCW)

- Enforces Tribal, Federal, and State laws to include making arrests, appearing in, and testifying in Tribal, State and Federal Court as needed.
- Performs routine Police Officer duties when required; such as working accidents, providing escorts, and assisting the public.
- Directly oversees the operation of police functions in the Northern Casinos/Reservation Property and the conduct of department Enforces all Tribal and Department rules, regulations, and policies; supervises conduct, performs investigations of misconduct, delivers written, reports and makes recommendations to the Police Chief for the disciplinary actions of employees, to include termination when justified.
- Keeps Police Chief informed of operational matters, case activities, and major or noteworthy incidents.
- Reviews reports and ensures all divisions records, reports, and files are properly completed and maintained.
- Develops short, intermediate, and long range plans for improving public safety at the Northern Casino/Reservation properties.
- Establishes and maintains effective working relationships with local, state and federal law enforcement agencies and personnel, primarily in the Montgomery and Elmore County area.
- Establishes and maintains effective cooperative working relationships with Tribal Gaming Management (Casino) and employees, along with other Tribal Government personnel.
- Responsible for the inspection and maintenance of the department's equipment and facilities located in Northern Properties.
- Organizes security for special events, such as concerts.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Directs and coordinates daily activities of the Police Officers assigned to Montgomery and Wetumpka Reservation and the Tribal Gaming facilities frequently referred to as the "Northern Casinos or WCW – WCM".
- Directs the enforcement of Tribal, Federal, and State laws by subordinate police personnel.
- Coordinates directly with Casino Management to provide a safe and secure environment for guests and staff.
- Coordinates directly with the Montgomery County and Elmore County Sheriff's Offices and maintains the proper professional relationship with each agency.
- Serves as a Police Officer as needed to handle routine calls to preserve law and order, to prevent and discover the commission of crimes, and to investigate suspicious conditions.
- Responds to calls when and where needed.
- Conducts preliminary investigations, gathers evidence, and locates witnesses, and/or makes arrests at the scenes of crimes or accidents as necessary.
- Creates work schedules for Officers and approves overtime and time off requests, which are forwarded to the Police Chief.
- Coordinates Police duties and functions between Northern Properties and main Police Department Office at Poarch.

Education/License/Certification and Experience Requirements

- Associates Degree in Criminal Justice, Public Administration, or related field required. Bachelor's Degree preferred.
- Must possess an Alabama Peace Officers' Standards and Training Commission (APOST) certification or possess another law enforcement certification such as from FLETC, DHS, or FBI that is acceptable for transfer into Alabama by APOST. Candidate must obtain Alabama (APOST) certification within twelve (12) months of hiring.
 - If questions arise to candidate's certification, the Chief of Police may require APOST written clearance before candidate is eligible for hiring.
- Must obtain BIA Special Law Enforcement Commission (S.L.E.C.) within twelve (12) months of date of hire.
- Must have ten (10) years of employment experience in law enforcement with seven (7) years of law enforcement supervisory experience. [At least five (5) years of the required law enforcement supervisory experience must be as the rank of a Police Lieutenant or higher rank at a law enforcement agency with more than twenty (20) Officers; or, twenty (20) years of experience at a Federal Law Enforcement Agency with primary criminal investigation authority (such as FBI, DEA, BIA-OJS).]

Skills Required

- Absolute confidentiality.
- Knowledge of modern principles, practices, and techniques of police administration.
- Must meet approved age, mental, physical and medical requirements set forth by the Alabama Peace Officers Standards and Training Commission (APOST) and the Bureau of Indian Affairs (BIA).
- Ability to exert moderate, though not constant, physical effort, typically involving some combination of reaching, stooping, walking and climbing, and the lifting, carrying, pushing and/or pulling of objects and materials weighing 50 pounds.
- Ability to make a forcible arrest.
- Ability to effectively employ and maintain proficiency with a variety of Department-issued firearms and less lethal weapon systems.
- Ability to establish and maintain effective working relationships with Tribal officials, public officials, state and federal authorities, civic leaders and the public.
- Ability to communicate effectively verbally and in writing; includes the ability to speak and write clearly and to interact with members of the Department, other Tribal Departments and outside agencies to exchange information and resolve problems.
- Ability to perform tasks in changing and stressful circumstances; includes ability to maintain control of emotions and actions and to make rapid decisions.

- Ability to plan, organize, and direct the work of employees performing varied operations connected with police activities.
- Ability to interpret federal, state, Tribal, and local laws, ordinances.
- Ability to thoroughly investigate complaints and incidents that can be sensitive and complex in nature, and report finding in writing to the Chief of Police in a timely manner.
- Ability to set priorities and to meet deadlines.
- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Must possess character that earns the confidence of the people and minimizes public criticism or complaints.

Additional Requirements

- Must possess a valid state driver's license and insurable driving record according to Tribal insurance guidelines.
- Must not have felony or any domestic violence convictions.
- Must successfully pass the required criminal and character background check.
- Must maintain the ability to testify in Tribal, Federal, and State Court (no Giglio restrictions permitted).
- Ability to travel and participate in required training, leadership development and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**