

<b>KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION</b>
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TITLE: Chief of Police

POSITION: Full time

LOCATION: Kickapoo Law Enforcement

SUPERVISOR: Chief Executive Officer

Position Description:

The Chief of Police will perform responsible, professional, administrative and supervisory tasks in directing the operation and activities of the Police Department. The Chief of Police is responsible for the preservation of peace within the community, protection of life and property; and enforcement of Tribal ordinances, state and federal law where applicable.

Duties and Responsibilities:

- The Chief of Police is responsible for compliance in all aspects to the supervision, direction, training, and personnel management of the Police Department staff according to the Standard Operating Procedures and Policies of the department and the Bureau of Indian Affairs Law Enforcement Standards.
- Supervises and participates in the development of departments operating budget by directing the forecast of additional funds necessary for operation, monitoring and controlling expenditures and revising and implementing adjustments throughout the fiscal year as necessary.
- Establishes and maintains a working environment conducive to positive moral, individual style, quality, creativity, and teamwork.
- Prepares and updates short and long range strategic plans to ensure the department's contribution to the Tribe's overall plans and strategies.
- Develops and analyzes the department's organizational structure and organizes major accountabilities and functions into effective and measurable units within this structure; ensures that personnel are deployed in shifts or working units which efficiently meet the community's needs for police protection.
- Establishes and maintains cooperative relationships with other law enforcement agencies in the area, including attending meetings, providing reports, and general correspondence.
- Directs ongoing research into new law enforcement technologies and trends, and recommends implementation of programs and equipment to help the Department achieve objectives more efficiently.

- Directs planning and presentation of crime prevention and safety promotion programs through the school and community.
- Directs analyses of crime trends, juvenile delinquency, traffic conditions, narcotics issues, and related law enforcement concerns in the community; implements appropriate actions to meet needs surfaced by these analyses, and reports major issues and trends to the Chief Executive Officer and Tribal Council.
- Supervises the serving of warrants and subpoenas issued by courts of law.
- Supervises the work of subordinates where major crimes, accidents or other unusual incidents requiring the exercise of police power are involved.
- Reviews and approves correspondence.
- Select, assigns, promotes and disciplines departmental personnel in accordance with the Kickapoo Policies and Procedure Manual.
- Responsible for “external” release of information by being the primary signatory for all official documents (not requiring the Chief Executive Officer’s signature).
- Other duties as assigned.

#### Qualifications:

##### Minimum qualifications:

- An Associates of Arts Degree in Criminal Justice or Law Enforcement, with at least five years criminal justice related experience in direct police activities and at least 3 years experience in management position within the last 5 years. Possess Federal Law Enforcement in the Bureau of Indian affairs certification is desirable but other federal training is allowable. Must submit certification verification. Possess or within one year of date of hire obtain Executive Level certification with the Bureau of Indian Affairs Law Enforcement Academy and submit certificate of training.
- Must be able to pass a criminal background check.
- Must have a valid Drivers License and be fully insurable under the Tribe’s insurance policy.
- Must also submit two (2) letters of recommendation.
- General knowledge of Indian tribal laws, customs and traditions.
- Ability to prepare and present comprehensive written reports on enforcement goals, objectives, and practices.
- Ability to exercise independent judgment in very complex situations with minimal supervision or direction.
- Ability to perform general job responsibilities of the Sergeants or Corporal (Immediate subordinates).
- Ability to maintain the physical standards required of subordinates and present a professional image to the public and other law enforcement agencies.
- Ability and willingness to attend additional training to maintain certification and further career development.

The following additional qualifications are desirable:

- Bachelor or higher degree in criminal justice or similar discipline.
- Knowledge of federal policy-making and appropriations processes related to law enforcement.
- Working knowledge of tribal, state, and federal codes, rules and regulations applicable to the Kickapoo Tribe in Kansas.
- Must be willing to reside within the Kickapoo Reservation or boundaries, or be at a “minimal” response time.

Privacy Act:

The Chief of Police must comply with all requirements and provisions of subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian application in the absence of qualified Indian Preference eligible.