



POLICE CHIEF

Hopi Law Enforcement Services

Reports To: DPSES Director

Salary/Hourly Range: 65

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/01/2020

INTRODUCTION

Serves as Police Chief of the Hopi Law Enforcement Services and is responsible for policy development, control, supervision, and program implementation and is accountable for the effective delivery of police services to the community.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following: The Police Chief oversees and directs all activities of the Hopi Law Enforcement Services for the Hopi reservation. Responsibilities include strategic planning for use of resources, coordinating activities with those of other local departments and ensuring that services provided and development plans are of the highest quality. The incumbent is accountable for accomplishing program planning and operational goals and objectives and for further Hopi Tribal goals, objectives within general policy guidelines, and to protect the lives and property of the Hopi/Tewa people, and for maintaining and improving upon the efficiency of all areas under his/her direction and control.

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the program; prepares and administers the program's budget.
2. Plans, organizes, administers, review and evaluates the work of sworn and non-sworn staff through subordinate level of supervision.
3. Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
4. Contributes to the overall quality of the program's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Hopi Tribal needs.
5. Oversees all Hopi Law Enforcement service police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch and records.
6. Directs the investigation of major crimes in coordination with other agencies; assists the Hopi Tribal Chief Prosecutor, Navajo and Coconino County Attorney and Arizona District Attorney in the preparation of cases.
7. Prepares, recommends and implements strategic plans to meet the Hopi Tribes current and long-range needs.
8. Works closely with the Chairman, Vice Chairman, Tribal Council, other departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to maximize police services.
9. Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
10. Maintains and directs the maintenance of working and official department files.
11. Monitors changes in laws, court decision, regulation and technology that may affect program operations; implements policy, procedural and operational changes as required.
12. Performs other duties of a similar nature or level.
13. Responsible for enforcing all tribal, state and federal laws governing the Hopi Reservation and new lands. Monitor, assist and request for tribal, state and federal search warrants, may require testifying in court. Performs investigations into Criminal & Civil Violations, grazing disputes, natural, cultural, tribal, state and federal laws. Secures crime scenes, gathers evidence, interviewing suspects and witnesses. Assists local, state and federal agencies in apprehension and detention of wanted persons.
14. Effectively handles grievances and disciplinary matters at his/her level of command; actively assists subordinates at major crimes scenes, incidents or disasters.
15. Effective in handling citizen complaints, policy & procedure or performance; investigates citizen complaints objectively; monitors officer's response to citizen complaints; maintains proper records; maintains a working file to effectively administer his/her assignment; submits monthly and annual reports; monitors all reports to ensure conformance with program guidelines.
16. Provides input for improving quantity of performance; provides research and development for the program; prepares factual, clear, concise written reports with specific recommendations. Keeps all program personnel apprised of any changes to Tribal Ordinances, State Statutes or Federal Laws.
17. Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Criminal Justice, Police Science or closely related field;

AND

Training: Completion of Basic Law Enforcement Training Academy (AZ POST);

AND

Experience: Five (5) years consecutive work experience as a Police Officer with the Hopi Resource Enforcement Services or any Police Department calculated for the date the member graduated from the police academy; a certified law enforcement police officer with a minimum of four (4) years of supervisory responsibilities;

OR

Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES

Principles, practices and procedures of police administration, including community-oriented policing, patrol, traffic, investigation and a high level of service provision; Criminal laws, codes and ordinances and court interpretation, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence; Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate level of supervision; Principles and practices of budget development, administration and accountability; Computer applications related to the work; techniques for effectively representing the Hopi Tribe in contacts with governmental agencies, community groups and various business, professional, educational and regulatory organizations; Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive police services program; Administering programs and the work of staff directly and through subordinate levels of supervision; Selecting, training, motivating and evaluating the work of staff; Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department; Interpreting, applying and explaining complex, codes, regulations and ordinances; Effectively representing the department of the Hopi Tribe in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations; Preparing clear and concise reports, correspondence, policies, procedures and other written materials; Using tact, initiative, prudence and independent judgement within general policy and legal guidelines; Making effective public presentations; establishing and maintaining effective working relationships with those contacted in the course of the work; Thorough knowledge of the rules and regulations of the Hopi Resource Enforcement Services (HRES) and of pertinent tribal ordinances, state and federal laws; knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work; knowledge of submitting and request a tribal, state and federal search warrant; knowledge of the physical layout of the Hopi reservation and adjoining areas, and the locations requiring special police attention; physical condition; knowledge of First aid and CPR; knowledge of Hopi culture and traditions; knowledge of livestock and description (equines, bovines, ovine).

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements. Proof of driving record (39 month MVR) must be submitted with application.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must complete/pass a polygraph examination.
6. Must not have any felony convictions.
7. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months of application.
8. Must complete and pass annual medical examinations.
9. Must meet AZ POST minimum requirements for Peace Officer Certification.