



POLICE CHIEF

Hopi Law Enforcement Services

OVERVIEW

The Police Chief is under the supervision of the Department of Public Safety & Emergency Services Director. The Police Chief plays a crucial role in shaping and guiding the agency's operations, and is ultimately accountable for delivering high-quality police service to the Hopi/Tewa community, ensuring that all actions align with the values and needs of those served. The Police Chief is responsible for overseeing and directing all operations of the Hopi Law Enforcement Services (HLES) on the Hopi reservation. Key responsibilities include developing effective strategies for resource allocation, collaborating with other local law enforcement agencies to ensure cohesive operational activities, and services are meeting the highest standards.

The incumbent is accountable for achieving programmatic planning, operational goals, and objectives that align with the broader aims of the Hopi Tribe. This role involves upholding general policy guidelines to protect the lives and property of the Hopi/Tewa community; and enhancing efficiency across all areas under their supervision. Through these efforts, the Police Chief plays a pivotal role in maintaining public safety and advancing the interests of the Hopi/Tewa people.

The work of the incumbent is mostly sedentary consisting primarily of office work. The incumbent is a member of the Tribe's professional staff and as such is required to work evenings and weekends when necessary to accomplish the work. Moderate travel to conduct business is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Develops and directs program goals, objectives, policies, procedures, and work standards; prepares and manages the program budget.
- 2) Plans, organizes, administers, reviews, and evaluates the work of sworn and non-sworn staff through subordinate supervision.
- 3) Manages staff selection, training, development, evaluation; authorizes discipline; provides policy guidance; ensures consistent enforcement of laws and policies.
- 4) Enhances program service quality by developing and implementing policies to meet legal requirements and Hopi Tribal needs.
- 5) Oversees all police functions in Hopi Law Enforcement, including community policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch, and records.
- 6) Directs major crime investigations in coordination with other agencies; assists in case preparation for the Hopi Tribal Chief Prosecutor and county attorneys.
- 7) Prepares and implements strategic plans for the Hopi Tribe's current and long-term needs.
- 8) Collaborates with the Chairman, Vice Chairman, Tribal Council, departments, public/private organizations, and citizen groups to enhance police services.
- 9) Prioritizes resources; evaluates program delivery; recommends improvements for effective service provision.

- 10) Maintains department files and oversees their upkeep.
- 11) Monitors changes in laws and technology affecting operations, implements necessary policy and procedural adjustments.
- 12) Enforces tribal, state and federal laws on the Hopi Reservation and new lands. Monitors and assists with search warrants; may testify in court. Investigates criminal and civil violations, grazing disputes, and legal issues. Secures crime scenes, gathers evidence, and interviews suspects and witnesses. Assists agencies in apprehending wanted persons.
- 13) Handles grievances and disciplinary matters at his/her command level; assists subordinates at major crime scene or disasters.
- 14) Manages citizen complaints about policy or performance; investigates complaints objectively; monitors officer response; maintains records; submits monthly and annual reports; ensures compliance with program guidelines.
- 15) Provides input for performances improvement; conducts research for the program; prepares clear written reports with recommendations. Updates personnel on changes to Tribal Ordinances, State Statutes, or Federal Laws.
- 16) Performs other assigned duties to achieve Tribal/Program goals.

MINIMUM QUALIFICATIONS

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

Experience: Ten (10) year's work experience as a certified law enforcement Police Officer, including seven (7) years of supervisory responsibilities; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Principles and practices of police administration, including community-oriented policing, patrol, traffic, investigation, and high service provision; criminal laws and court interpretations regarding citizens' rights, apprehension, arrest, search and seizure, and evidence rules; administrative principles for goal setting, program development, implementation, evaluation, and staff supervision; budget development and accountability; computer applications related to work; techniques for representing the Hopi Tribe with governmental agencies and organizations; planning and evaluating comprehensive police services programs; administering staff programs directly or through subordinates; selecting, training, motivating, and evaluating staff performance; developing goals, objectives, policies, procedures, work standards, and internal controls for the department; interpreting complex codes and regulations; effectively representing the Hopi Tribe in meetings with various organizations; preparing clear reports and written materials; exercising tact and independent judgement within policy guidelines; making public presentations; establishing effective working relationships; thorough knowledge of Hopi Law Enforcement Services (HLES) regulations and relevant tribal ordinances as well as state and federal laws; understanding federal, state, local jurisdictions related to police work; submitting requests for tribal/state/federal search warrants; knowledge of the Hopi reservation layout requiring special police attention; physical fitness for duty; first aid and CPR knowledge; familiarity with Hopi culture/traditions.

NECESSARY REQUIREMENTS

- 1) Must maintain 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, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.

- 4) Must pass (negative test results) mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must complete/pass a polygraph examination.
- 7) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 8) Must complete and pass annual medical examinations.
- 9) Must meet AZ POST minimum requirements for Peace Officer Certification within one (1) year of hire.

POLICE CHIEF

Hopi Law Enforcement Services

Supervisor: DPSES Director

Salary Range: 76

Classification: EXEMPT

DRIVER'S LICENSE REQUIRED

Revised 10/15/2025

REVIEWED BY: Paul V. Saufkie DATE: 10/20/2025
Department Director

APPROVED BY: [Signature] DATE: 10/20/2025
Human Resources Director