

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-32**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Police Chief</b>
<b>OPENING DATE:</b>	<b>May 3, 2018</b>
<b>CLOSING DATE:</b>	<b>May 14, 2018</b>
<b>DEPARTMENT:</b>	<b>Public Safety / Law Enforcement</b>
<b>SALARY RANGE:</b>	<b>E-16; \$51,763 - \$77,645</b>

**Position Summary:**

Under general direction of the Director of Public Safety, provides direction and leadership to the Law Enforcement Program. Creates a work environment that encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Pueblo's culture. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Manages and provides direct oversight of all Divisions and Administrative Support Services within the Law Enforcement Programs.
- Reviews and evaluates operations to determine impact and effectiveness; provides recommendations for expansion, adjustment, and/or improvements in services. Ensures the implementation of recommended changes.
- Reviews, researches, develops and implements effective departmental policies and procedures.
- Investigates and resolves internal affairs problems and complaints from community members regarding Law Enforcement Program staff. Takes necessary disciplinary action when appropriate.
- Develops narrative, statistical, and financial reports in compliance with internal and grant funding requirements.
- Develops proposals for additional and/or continued funding. Manages all applicable aspects of grants & contracts terms and conditions, including Scope of Work compliance, financial management, and reporting requirements.
- Develops annual budgets; oversees the administration of program budgets; ensures compliance with established financial policies and procedures.
- Maintains appropriate documentation on incidents as required by policies and procedures.
- Responds to calls for police assistance when required. Performs the full range of Patrol Officer work to ensure that services are provided safely, efficiently, and timely.
- Coordinates police scenes with other public safety organizations. Lends and/or requests assistance as needed.
- Develops positive working relationships with other law enforcement agencies; ensures the understanding and recognition of tribal sovereignty, jurisdictional powers, and authority through effective communication and relationship building initiatives.
- Maintains positive relations with community members by developing and administering comprehensive community relations programs.
- Holds regular staff meetings to communicate policies, procedures, regulations, guidelines, goals, objectives, and departmental activities.
- Evaluates employee skills and performance levels to ensure compliance with standards of operations.
- Completes performance evaluations in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Reviews recommended disciplinary actions, staff changes or reassignments. Approves, denies, or offers alternate plans of action.
- Manages staff relations by celebrating, coaching, counseling, mentoring, teaching, and disciplining employees.
- Maintains required certifications, professional, and technical knowledge by conducting research, attending relevant training and conferences, and by establishing networks with like programs.
- Complies with mandated medical physicals, physical fitness assessments, and completes a minimum of 40 hours in-service training annually.
- Obtains CPR Certification within six months of hire; maintains Certification throughout employment.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

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**Minimum Qualifications:**

- Certification as a New Mexico Law Enforcement Officer required or Certification by Waiver within one year of hire.
- Twenty years of sworn/commissioned Law Enforcement Officer experience required, including ten years of first-line supervisor (rank of Sergeant or Lieutenant) and administrative experience (rank of Captain or above).
- Five years of combined experience within a specialized unit (Investigations, Internal Affairs, Youth/Prevention, SWAT, Crime Scene Processing, Training Officer, Firearms Range Master, Property Crimes, etc.) required.
- Current/Valid CPR Certification preferred; must obtain within six months of hire and maintain certification throughout employment.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Police Chief is designated as a High Risk Public Trust (HRPT) position.

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement Officers successfully complete a thorough background investigation no less stringent than required of a Federal officer performing the same duties. The following are applicable laws that are considered when conducting background investigations.

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- PL 101-647: Crime Control Act of 1990
- PL 90-618: Gun Control Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

**Knowledge, Abilities, and Skills:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the principles and practices of police/law enforcement administration, including budgeting, grant management, program planning and development, employee supervision and training.
- Knowledge of Public Law 93-638 and its relevance to Bureau of Indian Affairs contracts/funding.
- Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
- Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles.
- Knowledge, skill, and proficiency in firearms and firearm safety.
- Knowledge of other relevant law enforcement and regulatory agencies.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality and to demonstrate high moral character.
- Ability to work extended hours and various work schedules, to include holidays.
- Ability to adjust to varying work schedules and to the psychological and physical stress of law enforcement work.

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- Ability to make intelligent and effective decisions in routine and emergency situations.
- Ability to prepare accurate reports and present detailed and objective oral presentations.
- Ability to be persuasive and tactful in controversial situations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Skill in use of Word, Excel, Outlook, and software unique to program.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in directing investigative, community and public relations, crime prevention, and support activities.
- Skill in operations and program evaluations to determine relevance and/or need for revision.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLemployment@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**