

CHIEF OF POLICE

DEFINITION: Under direction, performs managerial work of considerable difficulty in administering and managing the enforcement of law and order and prevention of crime on the Navajo Nation; performs a variety of complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Department of Law Enforcement; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes, implements and directs police districts, police training and police communications; establishes and achieves program goals, objectives and mission; establishes and directs enforcement of performance standards and conduct guide for all commissioned and civilian personnel; conducts performance evaluations for assigned personnel; establishes budgetary priorities and directs the preparation of budgets, modifications, resolutions, grant proposals, contract applications and related documents; participates in contract negotiations.

Ensures compliance with Navajo Nation, state, and federal policies, procedures, rules and regulations; directs the monitoring and evaluation of contract compliance and quality control; directs training and appropriate re-certification provisions for all staff; directs the recruitment and hiring of qualified cadets, commissioned and civilian personnel; serves as liaison between the Navajo Nation, Bureau of Indian Affairs (BIA) and other law enforcement agencies in matters related to law enforcement operations and training; responds to critical public safety incidents.

Testifies at congressional, state and tribal legislative hearings; recommends legislation or modifications; directs a public relations program to promote public safety and educate the public on the responsibilities of the Department of Law Enforcement; directs the preparation of administrative, statistical and fiscal reports and presents to appropriate authorities; directs the procurement and allocation of necessary equipment, materials and facilities; serves on boards and committees as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern law enforcement principles, procedures, techniques and equipment.

Knowledge of management principles and leadership principles.

Knowledge of tribal, state and federal codes, rules, regulations and laws affecting contracts and grants.

Knowledge of principles, methods and procedures of accounting, budgeting, financial management and personnel management.

Skill in establishing and maintaining effective working relationships with department heads, federal officials and other tribal officials.

Ability to exercise initiative and judgement in interpreting and applying policies and regulations.

Ability to objectively and analytically devise practical solutions.

Ability to deal effectively with others in complex and controversial situations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Police Science, Criminal Justice, Business Administration, Public Administration or closely related field; and four (4) years management experience in law enforcement.

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PREFERRED QUALIFICATIONS:

- A Master's degree in Police Science, Criminal Justice, Business Administration, Public Administration or closely related field.
- Six (6) years management experience in law enforcement.

SPECIAL REQUIREMENTS:

- Must be commissioned by Arizona, New Mexico or Utah Peace Officer Standards and Training (POST).
- A favorable background investigation.
- Possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate, Firearms Certificate, and General Instructor's Certificate.
- Successful completion of a physical examination, psychological and promotional testing.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must complete the Public Safety Executive Management Course within one (1) year of employment. Incumbent must be in compliance with the Federal Domestic Violence Act.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.