

INTERNAL AFFAIRS SUPERVISOR

DEFINITION: Under administrative direction, performs work of considerable difficulty in supervising and managing the operation of the Internal Affairs Investigation unit; reviews and analyzes charges, complaints and allegations made against the Navajo Nation Division of Public Safety and Navajo Nation employees; 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, supervises and evaluates criminal, non-criminal investigations against employees of Division of Public Safety; assigns cases to investigators conducting administrative investigations; confers with police districts concerning outcome of investigation; works closely with federal, state and local law enforcement agencies and criminal justice organizations; oversees special assignments on executive security protection details; oversees the employee-counseling program within the division; directs employees to counseling program during traumatic incidences; make referrals to police psychologist when fitness for duty is questionable or in jeopardy.

Supervises, trains, evaluates and assigns cases to subordinates; ensures compliance with applicable policies, procedures, rules and regulations; establishes priorities; provides or coordinates staff training; conducts performance appraisals; works with employees to correct deficiencies, implements discipline and termination procedures; prepares and presents program budgets; formulates policies, procedures and plans to administer a comprehensive criminal/administrative investigation program.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, state and local laws, statutes, ordinances, rules and regulations.

Knowledge of principles and practices of modern police administration and methods.

Knowledge of geography of the Navajo Nation and surrounding area.

Knowledge of practices and methods of investigation and identification.

Knowledge of prohibited matters and guides concerning invasion of privacy.

Knowledge of subversive organizations and their methods of operation.

Knowledge of Navajo culture and traditions.

Skill in conducting interviews and interrogations.

Skill in analyzing data and making proper recommendations based on fact.

Skill in recognizing, collecting and preserving physical evidence.

Skill in developing and using specialized investigative techniques, devices and procedures.

Skill in undercover work assignments.

Skill in the use of assigned weapons.

Skill in utilizing effective written and verbal communication.

Skill in establishing and maintaining effective working relationships.

Ability to enforce laws tactfully, firmly and impartially.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass the physical fitness standards as put forth by the Bureau of Indian Affairs (BIA) for police; generally, work is conducted in an office setting, but it does require the ability to act in a police officer/criminal investigator capacity.

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MINIMUM QUALIFICATIONS:

- An Associate's degree in Criminal Justice or related field; and five (5) years of responsible police officer work experience; two (2) years of which must be in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Must possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST)
- A favorable background investigation.
- Possess a valid state driver's license.
- Successful completion of a physical examination.

SPECIAL REQUIREMENTS:

- Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must obtain Special Law Enforcement Commission within in one (1) year of date of hire. Additional training/certification may be required.

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