



**Position Title:** Chief of Police  
**Scheduled Hours:** Monday - Friday 8:00am - 4:30pm (hours may vary depending on need)  
**Reports To:** Executive Committee  
**Wage Scale:** \$75,000.00-\$100,000.00

### **Overview:**

The Chief of Police is responsible for the day-to-day operations of a police department. Supervising the management of the department, budget preparation, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. The employee should possess excellent supervisory, communication, organizational, management, and public relation skills.

### **Required Skills and Qualifications:**

#### **Essential Job Functions**

*Essential job functions listed with or without reasonable accommodation must be performed by this job title.*

- Plans, assigns, and exercises general supervision over the work of all department employee operations.
- Conducts employee reviews on an annual basis. Formulates and enforces department rules, regulations, policies and procedures, and compliance with Federal, State and Local Laws/Ordinances.
- Organizes, controls, and directs all department operations on a daily basis directly and through subordinates.
- Delegates duties to subordinate officers and staff to accomplish the primary and auxiliary functions of the police department.
- Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection as directed or necessary.
- Advises and assists police officers in non-routine criminal or other investigations.
- Attends meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department, its policies and goals and to establish favorable public relations and public support of the department.
- Attends Executive Committee meetings as necessary and works in conjunction with the Committee to establish department operations in compliance with State and Tribe statutory functions.
- Cooperates with civic groups, schools, businesses, and industry in safety and crime prevention programs.
- Oversees the record keeping process of the department in compliance with all laws.
- Directs the preparation of statistical and other reporting of the department including Uniform Crime Reports, statute required reports, and reports to the Executive Committee and other departments, committees as needed/required.
- Maintains and oversees the maintenance of all personnel and general personnel policies, practices, procedures, and problems.
- Maintains a current knowledge of laws and modern personnel practices.



- Prepares the department's annual budget and routinely supervises the administration of the approved budget in conjunction with department operations.
- Plans for operation and initiates immediate and long-range needs of the department/community for policing.
- Researches grant programs and applies and administers awarded grants.
- Investigates complaints, grievances, and alleged violations of laws of department employees by the public.
- Administers citizen complaint procedures against department employees and takes appropriate formal or informal actions as needed/required.
- Interviews and coordinates hiring of non-sworn department personnel in conjunction with Human Resources.
- Coordinates and maintains responsibility for all department training and certifications as required for the job and/or by other authority in licensing or certification.
- Supervises and authorizes department purchases, maintenance of equipment, and supplies and care of department in conjunction with budgets.
- Maintains knowledge of community issues and problems and initiates plans and procedures for police response and plans.
- Coordinates public safety needs, recommendations, and approval as needed.
- Maintains positive working relationships with other law enforcement and criminal justice agencies of the Local, State, and Federal levels for overall public safety operations and objectives.
- Develops in conjunction with Emergency Preparedness Committee, emergency preparedness plans and procedures for community safety, and response to emergency/disaster.
- Coordinates the needs and problems of public safety/community levels with Fire, Public Works, Emergency Medical providers and other departments/agencies directly and daily as needed. Prepares press/news releases and works with the public media for direct public communications, information, and support of public safety in conjunction with the Safety Committee and Village President as appropriate.
- Must be able to work with little or no supervision.
- Adverse working conditions exist relating to public law enforcement. Hazardous and dangerous situations may arise in the apprehension of alleged criminals, interviewing suspects and or victims under extreme conditions.
- Responsible for serving and protection of the public through the enforcement of all federal, state and local laws. Plans, directs, inspects and exercises general supervision over the personnel of the entire police department.
- Formulates and enforces police departmental rules and regulations.
- Reviews activities and reports of officers and enforces disciplinary measures when necessary.
- Directs the investigation of major criminal offenses and cooperates with state and federal officials in the apprehension of wanted individuals.
- Prepares budget estimates and controls expenditure of all department funds.
- Responsible for enforcing tribal laws pertaining to derelict vehicles and care of property to remove overgrowth.
- Develops and implements emergency procedures for hazardous material spills and severe storm damage.
- Schedules and conducts training for police department personnel.



- Coordinates law enforcement efforts with other federal and state law enforcement agencies.
- Serves as Bailiff for Tribal Court
- Directs Community Policing activities of the police department.
- Performs general public relations work
- All other duties that may be assigned by the Tribal Council.

### **Police Patrol**

*Because the Tribe is a small community, the Chief's position shall require the Chief to perform patrol officer duties. The duties for a patrol officer are listed below.*

- Performs and meets standards for the title of Police Officer as necessary and during an emergency.
- Accepts all essential job functions and duties of a police officer. Responds to crimes in progress, alarms, and supplements patrol officers and other employees in routine jobs as required and during emergency, special events or as needed.
- Coordinates public special events and activities in conjunction with the Tribe and public individuals/groups for safety and public order.
- Appears in court to testify on behalf of the department operations, policies, and procedures.
- Maintains current knowledge of techniques and procedures in crime detection, apprehension, and prosecution.
- Keeps accurate records and reports; prepares detailed reports.
- Conducts the enforcement of traffic and safety regulations and programs of crime prevention and detection as directed or necessary.
- Assists police officers in non-routine criminal and other investigations.
- Cooperates with civic groups, schools, businesses, and industry in safety and crime prevention programs.

### **Tools and Equipment Used**

- Personal computer, computer scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), radio system, mobile data system, department owned vehicles, firearms, less lethal equipment, traffic enforcement equipment, emergency responder equipment, and all other equipment as required to perform the duties and responsibilities of this position.

### **Physical Demands**

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 200 lbs, run short distances, climb stairs, operate a squad car in an emergency operation mode, discharge both their service weapon and



shoulder weapon efficiently, and physically perform arrest and DAAT procedures on a combative subject.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies from quiet to extremely loud depending on the situation that the employee is confronted with.

### **Qualifications/Required Knowledge, Skills, and Abilities**

- Must live within a 30 minute response time from the reservation.
- Kansas State certification as a police officer, or the ability to obtain it within a specified timeframe and Standards Bureau and must meet all minimum standards of such certification including ability to maintain all training and performance of police officer certification by the Training and Standards Bureau.
- An Associate Degree in Criminal Justice from an accredited school.
- Minimum Experience Required: 5 years or more of progressive law enforcement experience with supervisory and management experience required.
- Successful completion of pre-employment drug, medical, and psychological tests and background investigation.
- Combination of education and experience in administrative police work which has afforded progressively responsible experience in a variety of police functions including supervisory duties, a considerable amount of which shall have been command level experience.
- Comprehensive knowledge of the principles and practices of modern police administration, rules and regulations of policing, and knowledge of police science and criminal justice system.
- Extensive knowledge of field patrol activity, crime prevention, traffic patrol, and safety and crime prevention along with general police operations.
- Comprehensive knowledge of the use of the police records and their application to the identification and solution of police problems and knowledge of the standard by which the quality of police services are evaluated.
- Abilities to command the respect of officers. Proven ability to communicate effectively and accurately in both written and verbal communication skills. Ability to express ideas and instructions clearly and concisely.
- Must have ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
- Ability to relate effectively with the public, village government officials and agencies, and subordinates.
- Organizational skills and ability to provide cooperative performance of goals and objectives.

### **Benefits and How to Apply:**



- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- ***To apply: Visit <https://iowatribeofkansasantnebraska.com> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to [kdawson@iowas.org](mailto:kdawson@iowas.org) . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.***