

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-34

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Police Chief
OPENING DATE: April 4, 2024
CLOSING DATE: April 15, 2024
DEPARTMENT: Law Enforcement Program / Public Safety
SALARY RANGE: Exempt; \$89,771 – \$134,657

Position Summary:

Under the 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 the morale of the LEP. 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 divisions and administrative support services within the Law Enforcement Program.
- Reviews and evaluates program 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 program policies and procedures.
- Investigates and resolves internal affairs problems and complaints from community members regarding Law Enforcement Program staff. Takes appropriate/necessary action to address problems and complaints.
- Develops narrative, statistical, and financial reports in compliance with internal and grant funding requirements.
- Develops proposals for additional and/or continued funding. Manages 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 program/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.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains certifications within specified time limits; 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.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Certification by a Federally recognized Law Enforcement Academy or State Law Enforcement required. Eleven (11) years of sworn/commissioned Law Enforcement Officer experience required. Five (5) years of combined supervisory experience, three (3) years Mid-Management experience, and two (2) years of general management experience. Five (5) years of combined specialized work experience (Investigations, Internal Affairs, Youth/Prevention, SRT, other) required. Executive Management Program Certification or equivalent executive management experience required. FEMA/ICS 300, 400 (and prerequisites) certifications preferred; must obtain within six (6) months of hire. Current/Valid CPR Certification preferred; obtains within six months of hire; maintains certification throughout employment. May require a Physical and/or Written Exam. Resides in Laguna Pueblo preferred.

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, background investigations will be conducted every three (3) years. The following are applicable laws that are considered when conducting background investigations for this position:

- 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: Credit Check	X

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 the Pueblo's and 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, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- 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.
- 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 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@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES