



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-026
LAW ENFORCEMENT
CHIEF OF POLICE

Position Title:	Chief of Police	Pay Level:	\$46.27 – \$57.83
Position Open Date:	4/10/2024 – Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Law Enforcement
Supervisor:	Governor and Tribal Administrator		

POSITION SUMMARY:

Responsible for ensuring quality law enforcement services are delivered to the people of Jemez Pueblo within the jurisdiction of the Pueblo of Jemez, both operationally and administratively; coordinates and supervises all law enforcement functions and services of the Pueblo of Jemez.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

A Master's degree in criminal justice, public administration, or a closely related field; and, seven (7) years law enforcement experience; and five (5) years of management-level law enforcement experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License.

Background Investigation.

Satisfactory completion of the Indian Police Academy (IPA) Basic Police Training; OR a similar training meeting or exceeding the level of training provided by the IPA.

New Mexico State certified or certifiable by waiver.

Valid ALCS and CPR certifications.

MEDICAL REQUIREMENTS:

Pass physical exam.

Pass psychological assessment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to working a typical office setting and use standard office equipment; stamina and agility to perform law enforcement duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, biohazards, gases, noxious odors, noise, and traffic conditions.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of police officers and administrative support staff; recommends selection of staff; trains staff and provides for their professional development to maintain required police certifications; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures, and work standards for the department; prepares and manages the department's budget; acts as a good steward of the Pueblo's fiscal and law enforcement resources.
- Directs and coordinates all activities and operations of department to ensure quality customer service is provided consistently and effectively to the people of the Jemez Pueblo.
- Hold monthly staff meetings with administrative personnel and police officers on administrative matters, review of operations and recommendations to improve services.
- Establishes proper and efficient scheduling of patrol officers to ensure public safety coverage.
- Maintains an on-call status and responds to any and all critical incidents that threaten the public safety and which are out of the purview of the on-duty police officer.
- Ensures all applicable laws, department policies, procedures, rules, and regulations are reviewed annually to ensure compliance, properly enforced, and utilized to guide the operational activities of the department.
- Reports monthly (or on an as-needed basis) to the Governors and Tribal Administrators on administrative matters, Law Enforcement activities and operations in the jurisdiction of the Pueblo of Jemez.
- Provides technical advice, oral and written briefings, reports, and recommendations to management/leadership.
- Writes grant applications to Federal, State and County grant funding sources and manages these grants in accordance to grant agreements to ensure proper expenditure and compliance for reporting are accomplished.

- Initiates action and investigations of all citizen complaints.
- Reviews results of investigation and makes recommendations concerning alleged misconduct, accident reports and grievances.
- Reviews and approves disposition of disciplinary hearings, criminal and administrative investigations.
- Develops, implements and supervises the training of new police officers.
- Makes presentations to the Tribal Council regarding departmental activities and issues.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Develops community policing policies and awareness; and implements these policies within the community and local area schools.
- Partners with Pueblo of Jemez leadership and tribal officials in implementation of community policing policies.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Laws, regulations, practices, and procedures of law enforcement and police work.
- Tribal, state, and federal criminal laws, including procedures, regulations, guidelines, and precedents related to admissibility of evidence and prosecution.
- Laws, principles, and procedures used in apprehending a criminal suspect, including policies for pursuit and proper use of force and capture.
- Investigative techniques to adequately handle complaints and incidents which may entail performing initial investigative actions prior to transferring situation authority to other investigators.
- Job planning, prioritizing and scheduling techniques.
- Principles and practices of budget development and administration.
- Records management principles and practices.
- Firearms and tactics utilized in emergency situations.
- Applicable safety codes and regulations.
- Customer service and public relations methods and practices.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Enforce law and order and maintain public safety.
- Investigate, analyze facts, and prepare written reports.
- Oral and written briefings, reports, and recommendations to management.
- Training others in policies and procedures related to the work.
- Use of the various law enforcement, social services, and tribal agencies in the prevention of crime.
- Computer applications related to the work.
- Apply rules to factual situations.
- Use of firearms.
- Safe and effective operation of law enforcement vehicles.
- Respond quickly and effectively in emergency situations.
- Communicate effectively, orally and in writing.
- Perform inspection of equipment.
- Following safety practices and procedures.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Making effective oral presentations to large and small groups.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024