



Lower Sioux Law Enforcement Department

Community Chief of Police Job Description



POSITION: Community Chief of Police
DEPARTMENT: Police
REPORTS TO: Public Safety Director

SUMMARY:

The mission of Lower Sioux Law Enforcement Department (“Department”) is to “protect life & property and preserve the peace through proactive initiatives and methods that best serve the community.” Better known as the Lower Sioux Police (“LSP”), the LSP applies a community policing strategy to achieve this mission. The principles of community policing call for building trust and relationship between law enforcement and the Community. Community policing focuses on preventing crimes before they occur rather than on arrests after a crime has been committed. The Community Chief of Police provides a critical role in the relationship building between the police and the citizens and stakeholders of Lower Sioux Indian Community (“Community”). Through his/her role, the Community Chief of Police focuses on the prevention of crimes through relationships and initiatives conducted in partnership with multiple departments, Community Police Board, citizens, area partners, and volunteers. In addition, he/she assists the department by leveraging his/her relationship with the citizens and stakeholders to help provide law enforcement services within the Lower Sioux Indian Community “in a manner that will command the respect and confidence of citizens, preserve law and order, and protect life and property.”

SPECIFIC RESPONSIBILITIES:

1. Helps organize and participates in crime prevention, community policing and neighborhood watch activities to promote a culture of trust and crime prevention.

2. Regularly attends meetings and community functions to build community image and promote communications and public relations.
3. Has immediate supervisory authority of officer and clerical personnel of the Department.
4. Collaborates with other departments to initiate and participate in other community building and support networks to promote the wellness of community members as a long-term strategy to prevent crime.
5. Collaborate effectively across jurisdictions and with key stakeholders (including other Community departments) in response to domestic violence matters.
6. Engage with members of the Community of all ages in a way that builds trust with LSP.
7. Provides communications and support for the protection of the Lower Sioux Indian Community through:
 - a) Taking crime reports from citizens and files reports and logs.
 - b) Investigating traffic accidents, including but not limited to preparing reports and gathering evidence and taking photographs.
 - c) Questioning witnesses, complainants, victims, and suspects and taking statements
 - d) Issuing citations.
 - e) Protecting crime scenes and preserving evidence.
 - f) Performing general and specific assignments from superior officers in accordance with established rules and procedures.
 - g) Directing traffic.
 - h) Patrolling the Community (streets and highways, residential and business areas and buildings to provide traffic control and prevent and protect against criminal activities) and responding to dispatched calls for service.
 - i) Enforcing traffic laws and providing escorts to ensure safe motor vehicle operation throughout the Community.
 - j) Preparing written reports as required by specific assignments.
 - k) Providing sound testimony in court, as required.
 - l) Responding to emergency calls.
 - m) Directing and escorting traffic, operating traffic radar monitoring equipment, and issuing traffic citations.
 - n) Conducting investigations of traffic accidents and assisting in investigations, when necessary, related to crimes against persons and property.
 - o) Sharing information and working with other law enforcement agencies, as directed and appropriate.
 - p) Monitoring roadway and weather conditions and reporting any potential problems to appropriate agencies.
 - q) Assisting in investigations in criminal matters.

- r) Assisting in apprehending and arresting suspects and violators while using a respectful community-based approach.
 - s) Assisting in investigating complaints involving violation of state and federal laws and Tribal ordinances.
 - t) Commanding emergency personnel at accident emergencies.
8. May perform specialized assignments and other duties as assigned such as canine, range officer, field training officer, Intoxilyzer operator, DARE officer, crime prevention training, evidence officer, use of forces officer, etc.
 9. Helps ensure proper maintenance and safe operation of all vehicles and equipment.
 10. Performs courtroom security as needed and serves civil process.
 11. Performs other duties as apparent or assigned.

SCOPE OF PATROL:

The Lower Sioux Indian Community Police Department is responsible for patrol and protection within the Lower Sioux Indian Community reservation boundaries. Assistance will be provided to other law enforcement agencies outside the Lower Sioux Indian Community if requested and staffing/conditions permit. Lower Sioux Indian Community officers are to return as soon as the need has ended or other law enforcement personnel are on the scene and the officer is released by the Incident Commander.

RESPONSE TIME:

The Council recognizes its duty, insofar as possible, to protect the health, safety and welfare of the residents of the Lower Sioux Indian Community, and their property. In order to fulfill this responsibility, it may be necessary, in time of individual need or widespread disaster giving rise to an emergency, to recall off-duty Police employees to respond to immediate calls for service. Thus, all full-time police department employees must reside within a ten (10) mile radius of the Community's boundaries within six (6) months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following knowledge, skills, and abilities are required:

- Demonstrated knowledge of the Community, human services delivery system, educational systems, mental health services and collaborative service delivery.
- Demonstrated ability to interact respectfully with Community members of all ages.
- Excellent oral and written communications skills.
- Demonstrated ability to work as an effective team member and team leader.
- Organizational skills and leadership ability.
- Ability to establish and maintain effective working relations with all levels of staff within the Department, with the Community Police Board, and with Community stakeholders
- Ability to research, prepare, and present complex reports.
- Ability to facilitate diverse groups and help build consensus in collaborative settings.
- Ability to control emotions under stressful situations.
- Ability to exercise good judgment and make sound decisions during emergency situations.

PERSONAL QUALITIES:

- Ability to maintain confidentiality and trustworthiness.
- Ability to maintain professionalism and composure.
- Ability to relate well with tribal citizens and stakeholders in a respectful and mutual manner.
- Ability to listen well to sometimes conflicting parties and promote a sense of fairness during community and conflict situations.
- Sensitivity and interest in working with the Community members and stakeholders.
- Energy, initiative, creativity, and willingness to try new approaches and techniques.

EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent.
- Associate's degree (A. A.) from two-year College or technical school in law enforcement or equivalent in Law Enforcement employment is preferred.
- Ten (10) years of experience as a law enforcement officer.
- At least five (5) years of experience in a supervisory/leadership position in a law enforcement setting.
- Experience working with a tribal government is preferred.
- Knowledge and experience working and living in tribal or Native communities.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Valid Minnesota Peace Officer License or eligibility to be licensed.
Valid Minnesota Class D Driver's License or eligibility to be licensed.

MATHEMATICAL SKILLS:

Ability to make arithmetic computations using whole numbers, fractions and decimals.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state, federal, tribal laws, and traffic laws and regulations.
- Knowledge of approved practices, procedures, and techniques required in performing daily law enforcement duties.
- Knowledge of rules of evidence, arrest, search, and seizure.
- Knowledge of first aid and ability to apply first aid promptly in emergency situations.
- Proficiency in the use of firearms.
- General knowledge of computer operations and software programs.
- Ability to type reports.
- Ability to operate law enforcement equipment including, but not limited to, traffic radar, Intoxilyzer, camera, fingerprint equipment, and multi-channel radio equipment.
- Ability to perform general vehicle maintenance.
- Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to exercise independent judgment.
- Ability to quickly process information and make decisions.
- Ability to effectively resolve conflicts.
- Obtain a basic understanding of Public Law 280.
- Knowledge of the jurisdictional authority of the Community.
- Ability to work in a multicultural and tribal community.
- Knowledge of mental health, social services, physical health, addiction services, youth prevention, and other prevention support services.

PHYSICAL DEMANDS:

The physical demands described here are representative 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 regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and climb or balance. The employee is occasionally required to stand; walk; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to maintain an average physical fitness standard as set by the policy of the Department and pass an annual fitness test.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and vibration. The employee may occasionally be exposed to blood and airborne pathogens. The employee may occasionally work in physically dangerous, mentally and emotionally stressful, and/or violent situations that are inherent to criminal investigation and apprehension activities.

The noise level in the work environment is usually moderate.

The job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change.

CONDITIONS OF EMPLOYMENT:

- Subject to pre-employment and random drug and alcohol testing.
- Subject to a pre-employment physical and psychological examination.
- Willingness to travel significantly within the county, as well as some travel for professional development training within the State and occasional travel nationwide as needed.
- Must possess a valid driver's license, car insurance, and vehicle required.
- Work hours require day, evening, and weekend shifts.

- Physical environment varies from auto/indoors to outdoor conditions.
- Must be willing to live within a ten (10) mile radius of the Community's boundaries within 6 months from hire.
- Must be dedicated to fulfilling LSP's vision and mission statement, found here: <https://lowersioux.com/departments/tribal-law-enforcement/>.
- Must work in tandem with the Community's Police Board.
- Financially obligated to reimburse the Community for any job-related certifications/training costs if leaving the Department before completing three years of service.