

CHEYENNE RIVER SIOUX TRIBE
POLICE DEPARTMENT-LAW ENFORCEMENT
CHIEF OF POLICE

DESCRIPTION OF WORK

General Statement of Duties: Responsible for management of the Tribal Law Enforcement Department which included the planning, directing, coordinating, controlling and staffing of all Law Enforcement components. Duties include oversight of the preparation of an annual budget, estimating overall needs of programs, and maintaining annual inventory of equipment and facilities. Carries out police activity necessary to protect life, property and prevent crime through the execution of all laws, regulations and ordinances of the Cheyenne River Sioux Tribe. Responsible for ensuring the Tribe's Law Enforcement Department are in compliance with Title 25 CFR regarding law enforcement; Cheyenne River Revised Law and Order Code; and applicable federal laws. Applies standard operating procedures, Civil Rights Act, court decisions and other constitutional safeguards.

Supervision Exercised: Supervises the Law Enforcement activities on the Cheyenne River Sioux Reservation. Has supervisory authority over all components of the Law Enforcement Department. Supervises the Chief of Detention and overall general supervisor of the Detention Division.

Supervision Received: The Chief of Police shall be under the immediate supervision of the Tribal Chairman.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Ensures the reservation residents and others within the reservation are protected and served by the Law Enforcement Department. Ensures records of expenses are kept during the year and maintains sound fiscal management in accordance with the Tribe's management systems (including personnel, property, procurement and financial systems).

Plans, directs and coordinates the work of all personnel within the Law Enforcement Department to assure the quality and quantity of work is acceptable; assures that appropriate standards of work performance are developed and carried out. Directs the operation of the jail system ensuring it is maintained in a safe, clean and orderly manner. Directs the maintenance and operation of the communications systems in accordance with FCC rules and regulations, and in cooperation with the Bureau of Indian Affairs.

Supervises the law and order activities on the Cheyenne River Sioux Reservation. Develops and implements a program to aide crime prevention. Supervises activities of police personnel in the detection, investigation and prosecution of major and minor crimes.

Works with the Tribal, Federal, State and County court systems. Assists Law Enforcement members with technical advice when involved in court appearances.

Directs the preparation of all reports including statistics, inventory and financial status of the department. Prepares budget recommendations for the administration, the Law and Order Committee and the Tribal Council.

Responsible for screening and hiring of sworn officers; supervises and provides guidance, discipline and authorizes termination in accordance with the Cheyenne River Sioux Tribe's Ordinance No. 50 (Police Commission).

Oversees procurement of all supplies, commodities and equipment for the department.

Directs the planning and management of training for all Law Enforcement personnel to assure they meet training requirements mandated by Title 25 of the CFR; recommends training courses for department personnel to provide them with current development in improving their methods of services rendered.

Attends district and other public meetings, upon request, to explain the activities and functions of the Law Enforcement Department and to maintain a high level of community respect for Law Enforcement.

Performs other duties as assigned pertaining to the Law Enforcement Department, including but not limited to, interdiction of gang activities. Supports ongoing community efforts to eliminate gang activities.

Required Knowledge, Skills and Abilities: Thorough knowledge of: principles and practices of modern police administration and management; the standards by which quality police services are evaluated; the appropriate use of police records and their application to police administration; functions of Federal, State and local jurisdiction and authorities as they related to the Tribal Law Enforcement Department; contract and grant rules and regulations; principles and accepted practices and procedures applicable to all components of the Law Enforcement Department; Tribal laws and ordinances; Federal and State laws. Ability to plan, coordinate and motivate personnel with varied cultural backgrounds and education levels; ability to prepare, present and discuss data that concerns the overall effectiveness of the Tribal Law Enforcement Department; ability to maintain control and supervision over all aspects of the Tribal Law Enforcement Department and its personnel; ability to maintain effective relationships with community leaders, ability to deal with the public fairly and impartially; ability to work well with Native Americans and others in a culturally and ethnically diverse environment. Must demonstrate the ability to be cooperative while bearing in mind the primary responsibility to the Cheyenne River Sioux Tribe. Demonstrate leadership qualities which will motivate and encourage subordinate personnel to perform at their highest level. Leadership qualities and concepts will be highly regarded in the selection process.

Education Requirements: High school diploma or equivalent required. Law Degree from an accredited university preferred or a Baccalaureate degree in Criminal Justice or a related field with a minor in Business Administration preferred.

Training Requirements: Current Basic Police Officers certification and Police Supervisory certification required (Attach a copy of certification/training).

Experience Requirements: Five (5) years Law Enforcement supervisory experience required.

Special Recruiting Requirements: Required to pass firearms qualifications. Must possess a valid driver's license (Attach a copy). Must be at least twenty-one (21) years of age. Must pass a complete physical and Physical Efficiency Battery (PEB) test prior to being hired and thereafter (Attach a copy of Physical). The applicant must be able to pass and complete a psychological evaluation within 90 days from employment start date.

Abstains from the use of narcotics or the excessive use of alcohol and refrains from engaging in any act, which would discredit the Tribe or Tribal police, on and off duty. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy.

Must be able to pass Federal, State, and Tribal/local criminal background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR. Must have never been convicted of any Tribal/local, Federal, or State felony offenses. Must not have any misdemeanor convictions within one (1) year prior to appointment.

Revised Date: 01.13.2023 (by Law and Order Committee)