

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

POSITION:	Chief of Police	STATUS:	Regular/Full Time
DEPARTMENT:	Fort Belknap Law Enforcement	SALARY:	DOQ/Negotiable
PROGRAM:	Law Enforcement (PL-638)	LOCATION:	Fort Belknap Agency

SUPERVISION RECEIVED: Works under the general supervision of the FBICC Council, and will report to the Chief Administrative Officer.

SUPERVISION EXERCISED: The Chief of Police is a sworn police officer and performs both administrative and supervisory functions of the police department. Oversees and manages patrol, dispatch, community policing functions.

INTRODUCTION

The mission of the Chief of Police provides direction and leadership to the Fort Belknap Police Department and creates a work environment that encourages ethical conduct, respectful interpersonal relationships, open communication, innovative thinking and creative problem solving with respect and sensitivity to the cultures of the Gros Ventre and Assiniboine Tribes. Ensures safety, security and the preservation of life and property by maintaining law and order and enforcing laws and ordinances.

MAJOR DUTIES:

The Chief of Police is the chief executive officer of the department.

Incumbent is responsible for planning, developing, budgeting and implementing a comprehensive law enforcement program for the population and area served by the department. Total program responsibility involves the incumbent in complex and diverse functions including short and long range goals for the suppression of criminal activity and which requires management skills, supervisory skills and investigative skills.

Incumbent will be responsible for a large geographical area that involves assignments of subordinates and utilization of staff for varying purposes aimed at providing emergency services, program planning, budget preparation and the immediate supervision of the assigned personnel which includes ranking officers, patrolman, secretarial staff and security guards. Incumbent will provide technical assistance to members of the Council and will also work closely with the BIA Superintendent and will provide technical assistance and guidance to other agency heads, as well.

Incumbent will determine, primarily through consultation with tribal authorities and citizens, the law enforcement needs of the reservation and its communities. Incumbent provides technical advice and assistance to public groups and individuals concerning laws, areas of jurisdiction and law enforcement programs and techniques.

Preserves the peace and protects life and property of the residents and transient population of the reservation.

Arrests persons observed in violation of law, makes arrests and searches under warrants issued by a court of jurisdiction, serves all legal documents and complies with all orders of the court.

Conducts, or causes to be conducted, investigations or review of reports of investigations, of complaints, irregularities, unusual or suspicious circumstances, violations of law and information which indicates violations of law or rules and regulations.

Incumbent establishes and maintains liaisons with state and local law enforcement agencies to deal with the unique, complex and sensitive jurisdictional problems and issues that arise during investigations or arrests for violations of laws.

Designs and implements crime prevention programs.

Designs and implements community oriented policing strategies.

Provides non-law enforcement services to the public and other agencies, such as programs of education for observance of laws.

Appears and testifies in Federal, State, Local and Tribal courts.

Assists Federal enforcement officers, State and County officers in the enforcement of applicable laws.

Responsible for all property assigned to law enforcement and directs its use and maintenance.

As the chief executive officer, the Chief has direct command and supervisory authority over all personnel employed within the department. The chief has the authority to delegate responsibility to ensure that all requirements of the law enforcement contract are met.

Plans, schedules and coordinates all shift work.

Makes changes in assignments as necessary to improve work flow, efficiency and promote job satisfaction. Assigns shifts and locations taking into consideration such factors as difficulty of the assignments, experience and capabilities and special qualifications of individual police officers.

Coordinates changes and works out problems with other law enforcement agencies serving the same area.

Develops and reports to the Council the departments budget requirements based on experience, work load and equipment costs.

Plans and carries out training curriculums and on-the-job development of employees. Sets performance standards and evaluates employees work performance.
Recommends to the Council selections and promotions.

Makes status changes, initiates disciplinary actions and separations. Approves and disapproves leave and recommends action in unusual cases.

Revises and amends policies and procedures as needed. Implements policies and procedures.

Counsels employees as needed. Addresses their concerns and complaints. Attends and participates in weekly law enforcement supervisory staff meetings and monthly general staff meetings.

Informs and advises employees of all aspects of personnel programs, policies and procedures. The Chief is on 24-hour call back for emergencies and major crimes and incidents.

As an incidental duty, chief may be required to operate a government owned to leased motor vehicle.

KNOWLEDGE REQUIRED:

Knowledge of a complete range of sound police concepts, principals and practices applicable to police duties in all phases of law enforcement.

Knowledge of operational rules and regulations governing use of radio units and other special purpose equipment associated with law enforcement.

Knowledge of Federal, State, Local and Tribal laws, ordinances and their jurisdictional processes.

Must be tactful and courteous to maintain good public relations.

Must have demonstrated ability to write clear, narrative accident, investigative and progress reports in order write reports, create documents for the design implementation of various law enforcement programs and review subordinates work.

Must have a demonstrated communication ability in order to command and lead officers and in order to maintain conciliatory and productive relationships with other agencies and government personnel.

Knowledge, experience and ability to plan, organize and review work, in order to administer personnel matters and deal effectively with employees

SUPERVISORY CONTROLS

Position responsibilities are carried out without immediate supervision. The Chief must always be accountable to the Council. The Tribes legal dept. will be available for consultation in resolving controversial issues. Technical guidelines are received from those resources developed by the Chief. Documentation of completed contract goals and achievements will be reviewed periodically by the BIA for adequacy and to insure compliance with applicable laws, rules, regulations, policies and procedures. Though the Chief will work independently of immediate supervision, they will assume the responsibility for ensuring that law enforcement services are provided in a fair, consistent and equitable manner.

GUIDELINES

The following material is available for guidance and reference: Federal and State Statutes, Tribal Law & Order Codes, Dept. of Justice, BIA or Other law enforcement organizations such as the IACP, PERF or other peripheral agencies. Written guidelines consist of Federal Codes, 25CFR and other applicable material. Federal, State, Local and Tribal laws are administered and applied as necessary. Also, the use of court decisions and precedents concerning criminal investigations, particularly as they relate to rights of the accused, invasion of privacy, rules of evidence, etc. and laws and precedents defining various categories of criminal offenses. Incumbent is required to exercise independent judgment and considerable discretion in resolving jurisdictional questions, the interpretation of law enforcement techniques and in developing sources of information for assigned duties. The Chief must be able to apply good judgment and discretion in the application of technical advice.

COMPLEXITY

Law enforcement assignments listed above are frequently hazardous, requiring the application of initiative, tact, discretion and mature judgment in their accomplishment. The incumbent is expected to take extraordinary care in gathering and preserving evidence, questioning witnesses and preparing reports.

The Chiefs responsibilities are varied in nature and cover a wide variety of situations relating to the supervision and command of police officers, security guards, dispatchers and secretaries. The Chief must provide the reservation with a 24-hour law enforcement coverage and will ensure that requests for service are responded to in a timely manner with respect for the individual and their problem. The Chief will ensure that manpower and resources are focused on the resolution of crime producing problems to the extent that the department gains the trust of the people it serves and to the extent that criminals are brought to justice and the victims of criminal activity are equitably compensated in as much as possible.

Non-enforcement assignments require that incumbent maintain good public relations.

SCOPE AND EFFECT OF WORK

The purpose of the work of a Chief is to improve and maintain the effectiveness and efficiency of the departments law enforcement services. The accomplishment of the departments responsibilities will have considerable and positive effect on the population.

PERSONAL CONTACTS

Contacts are made with other Federal, State, County and Municipal Law Enforcement officials and agencies. Other contacts may be with attorneys, judges and others involved in the judicial process, schools, welfare and social service departments and the general public.

PURPOSE OF CONTACTS

Contacts made with law enforcement officials and the courts are to assist and advise in the establishment and continued maintenance of a sound law enforcement program. Contacts with the public are to assist and educate.

PHYSICAL DEMANDS

Unpredictable extended duty hours under all weather conditions require physical ability to perform arduous work.

WORK ENVIRONMENT

Work is a mixture of field and office work. Work performed on the field is done so under a variety of conditions, such as uneven terrain, plains and mountain topography, out-of-doors, below freezing weather and driving on hazardous roads and unpredictable extended duty hours. The apprehension of dangerous criminals.

SPECIAL CONDITIONS:

1. Applicant must have successfully completed Indian Police Academy (IPA) or an IPA approved Basic Officer Training.
 2. Applicant must be U.S. Citizen.
 3. Applicant must have a high school diploma or equivalent.
 4. Must submit to a thorough background check, which includes criminal history and work history. Prospective employees must have no convictions for felonies or for equivalent high misdemeanors in jurisdiction which do not categorize serious crimes as felonies. For Tribal Courts, high misdemeanors are those which could result in maximum sentences of six months or more. For state courts, high misdemeanors are those which could result in maximum sentences of one year. Prospective employees will have no misdemeanor convictions for one year prior to appointment. Incumbents will maintain a clean record with no misdemeanor or felony convictions.
 5. The applicant, if considered must undergo an extensive background check that shows no criminal behavior as described and demonstrates no impediments that would impair their ability to perform assigned responsibility and duty.
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1. Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Insurance Master Plan.
 6. Incumbent must show evidence of having passed a physical and mental examination, administered by a recognized medical authority, which demonstrates the individual's capacity to satisfactorily perform the described duties. Incumbent will be subject to similar annual medical exams.
 7. Incumbent must possess a firearms certification as described in 25 CFR Part 12.
 8. Incumbent must complete an instructional course offering a certificate for Supervisory Enforcement Officer training within one year of appointment.
 9. Incumbent will be subject and not test positive to initial and periodic drug testing.
 10. Incumbent must obtain first aid and CPR Training certificate within six months of service entry date.
 11. Incumbent must have considerable physical strength and agility to pursue suspects, sometimes on foot, to make and maintain arrests despite possible resistance, to move heavy objects which may present hazards, to fight fires, to make searches which may involve traversing difficult terrain under adverse conditions and during inclement weather; and to handle any other emergency situation. In both the training and work situations, there may be strenuous physical exertion, such as long periods of standing, walking and running over rough uneven or rocky surfaces. Incumbent must be able to defend self and others against physical attack. Must be able to pass a medical examination and must be able to pass a semi-annual physical fitness test.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

How to Apply

Submit application & resume postmarked by the closing date to:

Fort Belknap Indian Community Council
Human Resources Department
656 Agency Main Street
Harlem, MT 59526

Adopted: _____

Revised 03/25/2021