

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Chief of Police

**Report To:** Tribal Chairperson

**Department:** YAPD

**Job Vacancy:** YAN-23-078

**Status:** Full-Time; Exempt

**Starting Wage:** DOE

**Opening Date:** 9/11/2023

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Chief of Police is responsible for organizing and directing all functions and personnel of the Yavapai-Apache Nation Police Department. The Chief of Police interacts on behalf of the Tribe with County, State, and Federal Offices of Emergency Preparedness and Homeland Security to coordinate improvements in Tribal safety and security. Develops and implements plans, goals, and objectives to ensure the public safety and emergency services needs of the Tribe are met efficiently and effectively.

### **QUALIFICATIONS:**

- Bachelor's Degree in Police/Fire Science, Criminal Justice, Business or Public Administration, or closely related field preferred.
- Five (5) years of progressive law enforcement experience with at least three (3) years of operational command level experience which includes criminal investigation, narcotics & special operations and administrative management experience.
- Certified by Arizona Peace Officer Standards and Training (AZPOST) and the Bureau of Indian Affairs (BIA).
- Demonstrated experience in Search and Rescue, Emergency Medical Service delivery, Emergency Services Management, Hazardous Materials response management or equivalent experience that would indicate a broad understanding of Public Safety management.
- Must have working knowledge of Hazardous Materials, Incident Command, or other relevant Emergency Management skills and experience.
- Experience producing and presenting written reports to Tribal Councils and/or Tribal communities.
- Practical experience using Microsoft Office programs and law enforcement computer systems such as Spillman.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Provides leadership for the development, implementation and management of the Yavapai-Apache Nation Police Department.
- Provides administrative oversight, personnel oversight, budget development and financial oversight for the Department.
- Directs the establishment and administration of policies and procedures to guide the department in the consistent delivery of high quality services to the community.

- In conjunction with other division/department heads, develops and implements policies, programs, and plans to ensure the safety needs of the Tribe are met.
- Develops, implements, and maintains a comprehensive program for the preservation of life and property including the enforcement of all laws and codes by the appropriate agents of the Tribe.
- Guides and ensures effective criminal investigations and the enforcement of State and Federal law and the Yavapai–Apache Tribal Code and Ordinance as applicable on the reservation.
- Establishes and administers policies, procedures, rules, and regulations for the efficient and effective operation and control of the Police Department functions and personnel.
- Establishes and maintains effective programs for the instruction and training of Police Department personnel.
- Delegates authority commensurate with the assignment; review and evaluate personnel performance and direct corrective action as necessary.
- Ensures that the tribal sovereignty and the jurisdictional powers and authority of the Police Department is recognized and observed by all domestic and foreign public safety agencies and their personnel.
- Conducts internal investigations of members of department for alleged wrongdoing. Make recommendations for their concurrence on the proposed action. Takes necessary disciplinary action when applicable.
- Maintains positive relations with community members and agencies by educating and informing on public safety and emergency management issues.
- Reviews and evaluates assigned departments operational performance and efficiency, as well as implement methods and procedures to correct deficiencies.
- Consults with and/or advises the Chairperson or designee, and Attorney General's Office on matters pertaining to public safety and law enforcement.
- Coordinates departmental functions with other law enforcement, governmental and public service agencies, participate in joint conferences, regional and national meetings and other professional law enforcement activities.
- Prepares and presents reports on the status, activities, and plan for current and future operations to the Chairperson, Tribal Council, and/or required personnel.
- Develops and coordinates mutual aid agreements with other agencies on services related to public safety.
- Prepares communication, directives, reports, and makes oral presentations.
- Performs other job related duties as assigned.

### **Physical Requirements**

In addition to meeting ASPOST requirements, must be able to:

- Walk, climb, lift, and stand for long periods of time.
- Pass a job related physical agility test.
- Pass a medical examination including vision screening and drug testing; must obtain immunizations and medical tests as required to be able to work in patient care and high risk areas.
- Meet written departmental standards on appearance/grooming.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

