VACANCY ANNOUNCEMENT

DIRECTOR OF PUBLIC SAFETY
RED LAKE BAND OF CHIPPEWA INDIANS

Open: May 18, 2020                   Closing: June 15, 2020 @ 3:00 p.m.

PRIMARY FUNCTION:
To plan, develop, budget and implement a comprehensive law enforcement and criminal activity prevention program for the Tribe. This involves complex and diverse activities and functions including the consideration of short and long range tribal goals and priorities for the prevention, supervision and control of criminal activity on the Reservation and on other tribal lands that are under tribal authority and jurisdiction. This position reports to the Executive Director, and is a full-time position, with benefits. Salary is dependent on qualifications.

ESSENTIAL RESPONSIBILITIES & DUTIES:
• Responsible for planning, development, implementation and maintenance of an effective and progressive juvenile and community relations program.
• Responsible for establishing and maintaining an excellent working relationship with Federal, State, County and local law enforcement agencies regarding any and all law enforcement and jurisdictional matters.
• Responsible for establishing and maintaining an excellent working relationship with Federal, State, and tribal court personnel and judges.
• Responsible for establishing and maintaining an excellent working relationship with Federal, State, County and tribal agencies that provide services to the Red Lake Nation and its members, or has jurisdiction and authority to do so.
• Responsible for establishing and maintaining an excellent working relationship with the tribal, state and religious school systems located on the reservation.
• Responsible for the financial management of all the programs, functions, services and activities of the Public Safety Department in accordance with relevant tribal policies and procedures, and tribal laws.
• Responsible for the proper oversight and management of all programs, functions, services and activities of the Public Safety Department which includes, law enforcement, conservation enforcement, criminal investigations, jail operations, food services, communications, property and supply, transportation, computer services, procurement, among others.
• Responsible for facilitating an excellent working relationship between the criminal investigators and the uniform staff so that a cooperative atmosphere is maintained to ensure quality services are delivered to the members of the Red Lake Nation.
• Responsible for keeping the Chairman of the Public Safety Review Commission and the Tribal Chairman informed of important developments and noteworthy incidents related to the Public Safety Program.
• Responsible for completing employee performance evaluations; and conducting staff training; and processing staff promotions, status changes, awards, disciplinary actions and separations.
• Performs other duties as assigned.

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:
• B.A. degree in Criminal Justice, Public Administration, Business Administration, a related field or relevant job experience, and a minimum of 5 years of supervisory experience in the law enforcement field.
• Possess budget preparation and administrative skills.
• Possess excellent communication and supervisory skills.
• Knowledgeable of the body of law, regulations, precedents, policies and procedures, operational activities and techniques of law enforcement activities; and knowledgeable of the constitutional rights of individuals, and statutory authorities sufficient to recognize violations of laws, apprehend suspected law violators, and make proper arrests.
• Knowledgeable of proper law enforcement procedures, including methods of searching, seizing, arresting, use of force, and self-defense.
• Must be thorough and have a complete understanding of the applicable Tribal and Federal laws that are enforced on the Red Lake Reservation.
• Knowledgeable of the constitutional protection afforded individuals in searches and seizures; arrest procedures; able to determine the differences between civil and criminal infractions, and being familiar with the appropriate procedures for handling suspects.
• Knowledgeable of basic principles and techniques for investigating crimes and having the proper skills for preparing necessary police reports.
• Possess a thorough knowledge of and be certified in the use of firearms.
• Must possess the ability to instruct and train subordinates in the major aspects of police activity.
• Knowledgeable of first aid, including CPR, and the use of first aid equipment.
• Must possess a valid driver's license and be familiar with radio and other police vehicle specialized equipment.
• Must be certified by the Indian Police Academy or equivalent both as a Police Officer and Criminal Investigator.
• Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test.

TO APPLY: Applications and copies of certificates/diplomas accepted at Government Center – Human Resources Department, P.O. Box 546, Red Lake, MN 56671 – Phone: (218) 679-1847.