

Position: Captain
Department: Department of Public Safety
Supervisor: Department of Public Safety Director
Supervises: Police Officers, Capitol Security
FLSA Status: Exempt

Position Summary:

Performs supervision, performs law enforcement work including security, traffic enforcement booking and other related duties as required. This officer will assume the duty of “Acting Police Chief” in the absence of said Chief. This officer will assist the Police chief with the administrative duties of the Tribal Police Department, including but not limited to budget control, public relations, policy implementation, and day-to-day operations of the Tribal Police Department. Title 25, Section 106, Ranks, POLICE AND LAW ENFORCEMENT SERVICES, of the Sac and Fox Nation Code of Law, provides for rank assignment.

Duties and Responsibilities:

Duties may include, but are not limited to the following:

- Assists the Police Chief with planning, organizing, assigning and evaluating the activities of the Police Department
- Assists in supervising the Department Police Officers
- Assists in processing purchasing orders, requests for payment, personally controls and monitors department budgets and payroll timesheets.
- Writes and submits federal grants and the monitoring of those grants.
- Compiles departmental statistics to determine activity and possible problem areas with the Sac and Fox nation jurisdiction.
- Monitors the activity of the departmental police officers and assists in the evaluation of those officers.
- Any other duties as assigned

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of principles, practices methods, techniques and equipment.
- Comprehensive knowledge of the principles and practices of leadership, training and supervision.
- Comprehensive knowledge of relevant federal and tribal laws and ordinances.
- Ability to analyze difficult situations, problems and data and to use sound judgment in decision making.
- Ability to assign, train, supervise, manage and evaluate the work of all police officers.
- Ability to establish and maintain effective relations with others.
- Ability to write effectively.
- Ability to communicate effectively orally.
- Ability to effectively work, negotiate and coordinate with others in a professional manner.
- Ability to perform strenuous physical tasks.

Education and Experience:

- Graduated from a standard high school or possession of a General Education Development Certification and one year's experience working with the public.
- Thirty semester hours of college with one year of supervisory experience or an equivalent combination of training and experience in law enforcement or related field.

In compliance with Title 25, Police and Law Enforcement Services, Section 302, "Entry Level Qualifications," (c), (1) & (2), of the Sac and Fox Nation Code of Laws: Mandatory Minimum Qualifications:

- Must be certified through a Basic Police Academy, whether the Indian Police Academy (BIA) or State.
- Must be at least 21 years of age
- Must reside in or near the tribal jurisdictional area
- Must pass a background investigation (has not been convicted of a felony, a crime or moral turpitude, or who has been dishonorably discharged from the Armed Forces of the United States)
- Must be in good to excellent general health; free from any mental or physical problems
- Height must be in proportion with weight
- Eyesight must be 20/20 or corrected to 20/20 (contact lenses and glasses are acceptable)
- Hearing must be normal in both ears (no hearing aid devices)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____