



## CHOCTAW LAW ENFORCEMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS  
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CHOCTAW, MS 39350

### JOB ANNOUNCEMENT #125083

**POSITION TITLE:** Director, Department of Public Safety

**SALARY:** Grade 21

**OPENING DATE:** OCTOBER 08, 2020 **OCT 08 2020**

**CLOSING DATE:** OCTOBER 22, 2020 OR UNTIL FILLED

**SUPERVISOR:** Tribal Chief

**TYPE OF EMPLOYMENT:** Regular, Full-Time, Exempt

**JOB LOCATION:** Choctaw Reservation

#### SCOPE OF SERVICE AND EFFECT:

The Director serves as the principal public safety officer whose primary purpose is the safety and protection of all tribal members and visitors on Mississippi Choctaw reservation lands. His mandate included direct responsibility, with guidance from the Chief for developing the vision, oversight in implementing the vision and objectives for public safety of the reservation with regard to daily law enforcement, detention, and security functions and in improving the performance of all personnel in the Department of Public Safety, about 172 officers and staff. From his/her analysis of departmental statistics, departmental policies, direction from the Tribal Chief, input from his two captains, and in accordance with all applicable Federal law and Tribal law, resolutions and policy, the Director establishes an annual plan for the allocation of department human and material resources and develops an annual budget for implementation of the plan the Tribal Chief. At the direction of the Tribal Chief, the Director will be the primary contact for establishing working relationships with other local, state and federal law enforcement agencies and will serve as the primary spokesman for the department in all public matters and for relations with communities. The Director is responsible for providing weekly reports to the Chief about the department's activities in the format and timeframe requested by him, including alerting the Chief to any requests or inquiries about the Department or its performance or goals. The Director has full access to all records, personnel and reports and documentation generated in the daily performance of the Department's functional offices' activities. The Director is responsible for ensuring that all operative departmental policies and procedures reflect current federal and tribal law, and for developing new policies and procedures where required. He/she will evaluate the latest law enforcement and security innovations and technologies for

Potential application to the department. Daily operational law enforcement activities and security activities will be managed by the Director and by his delegation to his/her Captains. The Captains shall report to the Director. The Director will serve as the contact for citizen and internal complaints regarding actions or performance of departmental personnel and review the performance of the departmental divisions with regard to departmental policies, procedures and protocols. He/she will exercise direct daily control over the Internal Affairs Office, which will report directly to him/her. He/she exercises direct daily operations control over the Non-Member Reservation Resident Office in the carrying out of its duties regarding non-tribal members living on the reservation, and over the adult and juvenile detention divisions. The Director, as head of the Department of Public Safety, is appointed by and directly accountable to the Chief.

**RESPONSIBILITIES AND DUTIES:**

1. To advise and assist the Tribal Chief on policy and performance matters relating to the Choctaw Department of Public Safety and to exercise general oversight over all activities of the Department; including providing all reports and statistics requested by the Tribal Chief
2. To develop and maintain cooperative working relationships, including MOUs, MOAs and other written agreements, with the United States Attorney, the Tribal Attorney General, federal law enforcement agencies, the BIA Office of Law Enforcement, State of Mississippi law enforcement agencies and local law enforcement agencies.
3. To act as the principal, official representative for the Department of Public Safety, including setting up meetings with tribal communities and responding to joint and individual law enforcement and safety concerns and requests of organizations and residents of the reservation; and, as directed by the Tribal Chief, to be the formal liaison/spokesperson with the Tribal Council and other tribal agencies.
4. With the assistance and participation of his/her deputy directors and administrative staff, to direct the development of and presentation of an annual Departmental Budget to the Chief and at his request and approval to the Tribal Council that reflects the Department's mission, priorities and resources. The Director shall have direct line authority over the deputy directors and departmental offices and divisions. Departmental personnel decisions regarding appointment of the two Captains is to be with the advice and concurrence of the Tribal Chief.

5. To directly manage the Office of Internal Affairs (including hiring, firing and job performance of staff in accord with tribal personnel policies) and to monitor, through the Department's Internal Affairs/Complaints Office, the performance of the Department of Public Safety, its divisions and personnel with regarding to its mission, goals, objectives and standards; to share the results of such audits and investigations with the Department deputy directors and the Tribal Chief, and to assist in the design and implementation of remedial and/or corrective measures that assure improvement within a specified timeframe. In addition, to the Director audits and meets with Departmental management, officers and staff to assist in internal issues requiring resolution.
6. To directly manage the Non-Member Reservation Resident Office in the execution of its functions regarding tribal non-member residents of the Reservation.
7. To review and remain current on new law enforcement techniques, procedures and equipment and with the assistance of the deputy directors adopt those that assist Departmental officers and staff in the performance of their duties.
8. To develop new and update existing Department rules/regulations/procedures and training programs that maintain currency with tribal and federal law and regulation and that help Departmental officers and staff earn, maintain or increase their professional certifications and rank; and to assess the effectiveness of such programs.
9. To serve as an appeal venue for disciplinary actions of staff and officers by the deputy directors, basing all decisions upon a review of conformity to procedures and policies of the Department of Public Safety.
10. To provide to the Tribal Chief such reports as requested on the activities and performance of the Department, including the reporting of inquiries from all sources regarding Departmental performance and activities.

#### **WORK ENVIRONMENT**

Primarily an office environment, but requires the ability to travel frequently to the various Choctaw communities and other venues.

#### **PHYSICAL DEMANDS:**

Work primarily will be done during the standard tribal business day in an office environment, but will require some evening, night and weekend activities and work, particularly with regard to the audit/internal affairs function. All demands carry a relatively small personal risk or exposure.

## **MINIMUM QUALIFICATIONS:**

The minimum qualifications of the Director are:

1. A Bachelor of Arts degree or equivalent at an accredited college or university, preferably in law enforcement, Indian law or a related field or a two-year degree in law enforcement at an accredited college or university and seven years experience (five years supervisory) in law enforcement or a minimum of 10 years experience in law enforcement (five supervisory).
2. A minimum of five years of direct experience in the law enforcement environment at a supervisory level and with demonstrated successful performance.
3. Strong inter-personal skills
4. Must be certified by the Bureau of Indian Affairs Law Enforcement Academy; or obtain such certification within two years
5. No legal impediments to carrying a firearm or conviction of a felony in any jurisdiction
6. Preferential treatment will be extended to qualified Indian applicants.
7. Possess reliable transportation, valid driver's license and auto insurance.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350