



Oglala Sioux Tribe
Human Resource Department
P.O. Box 439
Pine Ridge, SD 57770
(605) 867-6014/6015
(605) 867-1922 Fax



Please Post Please Post Please Post

The following Vacancy Announcements are now open for Application(s) with the OST Human Resource Department. For further information please contact the OST Human Resource Department at (605) 867-6014 or 867-6015. OST Applications can be downloaded at our website at www.oglalalakotanation.info.

Opening Date: January 5, 2018

Closing Date: January 19, 2018

18-001	Chief of Police	Department of Public Safety	Pine Ridge, So. Dakota
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How to Apply:

SUBMIT A COMPLETE OST APPLICATION FOR EMPLOYMENT TO THE OST HUMAN RESOURCE DEPARTMENT NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. MAIL IN APPLICATIONS POSTMARKED ON THE CLOSING DATE WILL BE ACCEPTED. ATTACH ALL PERTINENT DOCUMENTATION, I.E., COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE, COPY OF OFFICIAL COLLEGE TRANSCRIPTS AND/OR COLLEGE DEGREE, CERTIFICATE OF INDIAN BLOOD IF CLAIMING INDIAN PREFERENCE AND DD214 IF CLAIMING VETERAN'S PREFERENCE. (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)



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VACANCY ANNOUNCEMENT #18-001

Position: Chief of Police (Exempt) **Opening Date:** January 5, 2018

Salary: Grade Level 0/0 (\$65,000 to \$74,000 per annum) **Closing Date:** January 19, 2018

Program: Department of Public Safety **Location:** Pine Ridge, So. Dak. (Pine Ridge Reservation)

General Description of Duties

The Chief of Police is the Executive Officer of the Department of Public Safety and works under the supervision of the Executive Director and the oversight of the Law & Order Committee of the Oglala Sioux Tribe to carry out the mission, philosophy and purpose of Department of Public Safety. The Chief of Police is directly responsible for the management and supervision of the daily organization operations according to policies, procedures and decisions established by the Executive Director, requirements of funding agencies and applicable tribal and federal laws. Position is classified as a Law Enforcement position.

Specific Duties:

1. Supervise all Law Enforcement Personnel
2. Uphold and enforce the Tribe's Constitution, By-Laws, Tribal laws and regulations adopted by and through the Oglala Sioux Tribe.
3. With the guidance and approval of the Law and Order Committee, establish the Department's long-range goals, plans and objectives, and develop policies, guidance, regulations, and procedures based upon the needs of the Oglala Sioux Tribe and the efficient management of the Department.
4. Direct, coordinate, and oversee the implementation of Department Operating Procedures; and continuously work to improve police operations.
5. Coordinate with agencies to ensure good working relationships with the Tribe and the Department. Oversee the implementation of Agreements with other law enforcement agencies and jurisdictions.
6. Coordinate with law enforcement officials from other jurisdictions on investigations and in the apprehension and detention of suspects.
7. Conduct regular inspections of Department facilities, personnel and equipment; and monitor and evaluate the effectiveness and responsiveness of the Department.
8. Organize, oversee, and direct Department personnel in a manner consistent with the Personnel Policies and Procedure Manual established for the department with the Oglala Sioux Tribe.
9. Evaluate employees annually and outline development plans for employees.
10. The Chief will instill in department staff the need to treat tribal members and the general public with respect even in the most adverse situations.
11. Maintain training and performance records on all Department personnel in accordance with applicable tribal, state and federal guidelines.
12. Assign work schedules to subordinate staff

13. Develop and present the annual department budget to the Executive Director for review, approval and submission to the Law and Order Committee as part of the Department Budget
14. Administer the approved budget in accordance with established Tribal policy.
15. Manage and oversee all Department revenues and expenditures in compliance with Tribal Accounting Policies and remit all cash and revenue received by the Department to the Fiscal Accounting Office (FAO).
16. Maintain equipment and personnel at a level consistent with budgeted allocations.
17. Take charge at scenes of emergencies, serious crimes, and accidents. Make final decisions as to course of action and protection of citizens, property, and police personnel. Operate as a member of a team and provide direction at incidents of uncertain duration, advising and assisting Department personnel and performing complex tasks during life threatening emergencies.
18. Supervise and conduct complete and accurate investigations and prepare reports. Establish and maintain appropriate records of activities. Prepare a statistical report monthly and annually for the Oglala Sioux Tribe.
19. Plan, implement, and maintain effective customer relations with public education programs. Serve as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety and law enforcement.
20. Responsible for developing and establishing crime prevention activities for the Oglala Sioux Tribe
21. The Chief of Police will report to Law and Order Committee and/or Tribal Council as needed.

Requirements and Knowledge:

1. Work experience in the administration and resolution of internal investigations.
2. Demonstrated knowledge of tribal, federal and state laws regarding criminal jurisdiction in Indian country.
3. Experience in working with tribal, federal and state investigators/prosecutors regarding criminal jurisdiction in Indian country.
4. Experience with program planning, budgeting, evaluation and personnel supervision.
5. Experience with federal and private funding programs and requirements.
6. Demonstrated commitment to mental and physical wellness in the workplace.
7. Knowledge of Lakota history, culture, philosophy and language.
8. Communication and organizational skills and abilities to work with people to achieve personal, program and organization goals.
9. Having the ability to talk with Tribal Council representatives, Federal legislators or other officials to explain various program activities and provide written documentation of all said activities.
10. Supervise an array of professional employees. Possess a strong supervisory background of experience.
11. Must have a strong understanding and knowledge of the Lakota History, Culture and Philosophies.

Qualifications:

1. Bachelor's degree in Law Enforcement, Police Administration, Criminal Justice, or related field **preferred**. Must have a high school diploma or GED **and** 15-20 years of combined work experience in law enforcement and supervisory experience.
2. Must have completed basic police officer training from a recognized law enforcement police academy, **with current certification**.
3. Must have completed coursework in police law enforcement supervision, criminal investigations and advance police management **with current certification**.
4. No felony convictions in lifetime and certifiable to carry firearms.
5. No misdemeanor convictions in the past one (1) year.
6. Must have a valid Driver's License.
7. Must maintain physical fitness and proficiency in use of firearms and vehicles.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.



OGLALA SIOUX TRIBE
HUMAN RESOURCES
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APPLICATION NOTICE

Please ensure you...

- ✓ Document Dates. Use dates using the **Month and Year** for each work experience to obtain credit for experience.
 - The OST Human Resource Department utilizes a point system to determine eligibility based on qualifications and experience.
- ✓ Review the Requirements and Qualifications. Ensure you have submitted all required documentation listed under the Requirements and Qualifications section in the job description.
- ✓ Submit on Time. Human Resources will not accept documents submitted after the closing date. If all required documents are not submitted on time, your application will be considered incomplete.

Please know....

- ✓ Drug and Alcohol Tests are Mandatory. All applicants tentatively selected for positions with the Oglala Sioux Tribe are required to submit to urinalysis and alcohol breathalyzer test prior to appointment. Appointment to the position will be contingent upon a negative drug test result. This requirement is in accordance with the Drug Free Workplace Act.
 - Drug and Alcohol Tests must be done within 24 hours – Three (3) business days of Notice of Selection.
- ✓ Background Investigations are Mandatory to determine employment suitability. Preliminary records check will be conducted prior to appointment.
 - Favorable adjudication of a full background investigation is a condition for continued employment- as required for sensitive positions. Unfavorable Adjudication shall be grounds for immediate termination as per Oglala Sioux Tribal Policy and Tribal Ordinance.
 - The Oglala Sioux Tribe requires full disclosure – when signing the application you are certifying your answers are made in good faith and true to the best of your knowledge.
- ✓ Processes will be Followed. A selection letter will not be issued until Human Resources received results from the Drug and Alcohol Tests and preliminary background checks.
- ✓ Resumes must be complete. Include the information asked on the application if you are uncertain what to include in your resume.
 - Be specific about dates of employment
 - Be informative and detailed when describing duties and responsibilities of previous employment.
 - Include Supervisors' and Employers' name and phone numbers as well as your personal and professional references.

Please attach all documents that apply

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma / GED Certificate | <input type="checkbox"/> College Degree |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Valid Driver's License or CDL |
| <input type="checkbox"/> Official College Transcripts | <input type="checkbox"/> Tribal ID (if claiming Indian preference) |
| <input type="checkbox"/> Higher Education / Training Certificates | <input type="checkbox"/> DD214 (if claiming Veterans preference) |
| <input type="checkbox"/> Auto Insurance / Liability | <input type="checkbox"/> Valid CPR & First Aid Certificates |
| <input type="checkbox"/> Valid CDA Certificate (Child Development Associate) | <input type="checkbox"/> Other Documents: |



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Employment Application

Name: _____ Date: _____ District: _____
(Optional)

Mailing Address: _____ City, State, Zip: _____

Telephone #: _____ Mobile Phone #: _____ MSG #: _____

If required, do you currently have a valid driver's license?.....Yes No

If required, do you currently have a CDL?Yes No If yes, which Class..... A B C

Have you ever been terminated or asked to resign from employment?.....Yes No

If yes, explain: _____

Do you have any immediate family members working for the Oglala Sioux Tribe?.....Yes No

If Yes, please indicate relationship and department. _____

If an offer of employment is made prior to your commencement of employment duties, you will be required to undergo an alcohol and/or drug test, the results of which may effect the offer of employment.

Are you willing to undergo such an examination? Yes No

A background investigation will be required for certain positions deemed sensitive based on federal statues, tribal ordinances, governing policy and/or mandates by funding agencies. In these positions, a contingent offer of employment will be made, if qualified. Continuous employment is contingent upon a favorable screening and/or favorable adjudication of the background investigation.

Are you willing to undergo such an examination? Yes No

Have you ever been convicted of any violations of Tribal, City, County, State or Federal Laws?..... Yes No
(Excluding juvenile adjudication)

(If yes, please explain the date, violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.) _____

(Such convictions may be relevant if job related, but does not necessarily bar you from employment)

Position(s) for which you are applying for	Announcement Number(s)
(1.)	
(2.)	
(3.)	
(4.)	
(5.)	

EMPLOYMENT HISTORY: MUST BE DETAILED AND ACCURATE TO AVOID DISQUALIFICATION

Complete present and past employment, beginning with most recent. Resumes may be submitted as additional information only.

1. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

May we contact the employer? Yes No

2. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

3. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

4. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

5. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

EDUCATIONAL BACKGROUND:

Circle highest grade completed: 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 20

Specify _____

School	Name and Address of School	Graduated		Date Left	Major/Minor Courses Taken	Diploma/Degree
		Yes	No			
High School						
College						
Graduate Work						
Trade Or Business						

QUALIFICATIONS:

Describe any other education, training, apprenticeship, certificates or licenses acquired from employment or other experiences that are relevant to position applied for.

Do you have computer skills? Yes No List Computer programs with which you are familiar: _____

REFERENCES:

List personal references whom are **not** related to you.

NAME AND ADDRESS <i>(Include state & zip code)</i>	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

List any additional information you would like us to consider. _____

VETERANS PREFERENCE:

Have you ever served in the United States Military?.....Yes No

Honorable Discharge?Yes No

If yes, please attach a copy of your DD-214 demonstrating proof of eligibility.

INDIAN PREFERENCE:

Are you an Enrolled Member of a Federally Recognized Tribe?.....Yes No

If yes, please specify the name of your Tribe: _____

(Please attach a copy of your membership for verification purposes.)



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APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand that the Employer is relying upon all of the representation, both written and oral, which I have made during the entire process of applying for employment with the Oglala Sioux Tribe.

In the event of employment, I understand that if I make any false statements, misrepresentations, or omissions in this application process I may be discharged at any time during my employment and I agree to hold the Employer and person named herein harmless in that event. I understand, also, that I am required to abide by all rules and regulations of the Oglala Sioux Tribe.

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

In connection with this application, I authorize investigation of all statements contained in the Employment Application with Tribal, Federal and State law enforcement agencies, former employers and any other persons or agencies deemed necessary in arriving at an employment decision upon presentation of this waiver, or a photocopy of this waiver, whether in person, by mail, fax, or other method of conveyance.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original of my signature.

Examples of types of information I am requesting that you provide include information you may have concerning my qualifications and suitability and any other significant information related to job performance.

I hereby authorize the Oglala Sioux Tribe and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the Tribe and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. Moreover, I hereby release the Oglala Sioux Tribe and any agent acting on its behalf from any liability by reason of requesting such information from any person.

Full Name (Print)

Social Security #

Signature/Authorization

Date Signed