



## Hoplend Band of Pomo Indians Job Announcement OPEN UNTIL FILLED

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Position: Chief of Police  
Reports To: Tribal Council/Tribal Chair  
Salary Range: \$55,000 to \$65,000 Annually

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**POSITION SUMMARY:** Under the direction and supervision of the Tribal Council and when Tribal Council is not in session, the Tribal Council Chair, the Chief of Police directs, manages, plans, organizes, and monitors activities of the Reservation Police Department.

**ESSENTIAL FUNCTIONS (Powers and Duties):**

1. Enforce or cause to be enforced all federal and Tribal criminal statutes and ordinances, and when authorized by an appropriate cross-deputization agreement, all state criminal laws;
2. Arrest or cause to be arrested all persons who violate any such statutes or ordinances, or issue or cause to be issued citations to said violators;
3. Prepare, plan, direct, supervise and coordinate the administration, budget, duties, and responsibilities of the police department and its personnel;
4. Attend all regular Tribal Council meetings and such other meetings as the Tribal Council or Chairperson or Tribal Administrator may request, and use his/her best efforts to notify the Tribal Council in advance of any such meeting of any threats made to the security of persons attending said meeting, or to their property;
5. Confer with the Tribal Council, Tribal officers, and the Tribal citizens on law enforcement problems and assist in the development of Tribal law enforcement policies;
6. Coordinate law enforcement activities with other federal, state, county or city law enforcement agencies including entering into mutual aid or cross-deputization agreements with such agencies; and
7. Perform such other duties as the Tribal Council Chairperson shall from time to time request.

*The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs.*

**QUALIFICATIONS:**

No person shall be appointed to the office of the chief of police unless he or she possesses the following minimum qualifications:

1. Possession of either a State of California or Bureau of Indian Affairs ("BIA") POST certificate;
2. Possession of a California Class C driver's license;
3. Possession of an Associate Arts degree from an accredited college or university or equivalent education, with major work in public or business administration or related field; Bachelor's degree preferred;
4. Knowledge of current principles, practices and techniques of police administration, organization and operation;
5. Knowledge of current laws and regulations pertaining to BIA special officers, federal jurisdiction within Indian Country, and Tribal criminal jurisdiction within a P.L. 280 state;
6. Knowledge of crime prevention and law enforcement techniques including but not limited to investigation, identification, patrol, traffic control, juvenile delinquency control, record keeping, and the care and custody of persons and property;
7. Five (5) years of experience in law enforcement, including at least one (1) year in a responsible middle management capacity, preferably in a Tribal or municipal police department;
8. Pass a psychological evaluation performed by a licensed psychiatrist, psychologist, or therapist, concluding that the person is mentally fit for duty and is free of any emotional, mental, or psychological condition that would adversely impact the ability to be a Police Officer;

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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9. Be free of any medical condition that would adversely impact the ability to perform the duties of a police officer as determined by a licensed physician or surgeon;
10. If required by Tribal Council, must be able to obtain and keep in force, a bond.
11. May not have a felony conviction or any misdemeanor conviction for a crime that would prohibit the possession of, carrying or use of a firearm or any conviction involving a crime of moral turpitude or theft;
12. Must be a citizen of the United States;
13. Must be 21 years of age;
14. Be of good moral character as determined by a thorough background investigation.
15. Be eligible to receive and retain appointment as a Bureau of Indian Affairs Special Law Enforcement Commission.

### Training and Certification Requirements:

1. POST (Police Officer Standards and Training) Certification.
2. Bureau of Indian Affairs Certification: Police officers who are not graduates of the BIA IPA must successfully complete the Bureau of Indian Affairs Criminal Justice in Indian Country course (with certification) within 90 days of appointment.
3. Firearms Proficiency: Must be able to demonstrate proficiency with their assigned firearms at least twice every year.
4. Defensive Tactics Proficiency: Must be able to demonstrate proficiency in defensive tactics at least twice a year.
5. Annual Proficiency Testing and Certification: Must be able to demonstrate proficiency by successfully completing a written test designed to ensure currency of knowledge in topics of tribal law, federal law, case law, and contemporary police methods.
6. Continuous Professional Training: Must be able to successfully complete forty (40) hours of professional training annually and any additional training required to maintain certification.

Other Preferences: Familiarity with community policing principles and practices that strengthen community participation; ability to manage multiple tasks and meet deadlines; knowledge and an understanding of Native American Culture. Proficiency in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Physical/Work Environment Demands – The physical demands of a Police officer are continuous and individuals must be able to successfully perform the essential functions of an officer. An individual must be free of any medical condition that would adversely impact the ability to perform the duties of a Police officer as determined by a licensed physician or surgeon by means of a pre-employment physical evaluation.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Offer of employment is conditional upon successful completion and pass of all pre-employment evaluations and background investigation.

To Apply: Please mail your completed employment application and resume to:

Hoplend Band of Pomo Indians  
Human Resources  
3000 Shanel Road  
Hopland, CA 95449.

Apply In Person: You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Other Ways to Get Position Listings and Applications: If you need a hard copy of an application mailed to you please send an e-mail to HR@hoplandtribe.com or call 707-472-2100.

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