



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Lieutenant	<b>Department:</b> Law Enforcement Services
<b>Opening date:</b> 11/08/24	<b>Closing date:</b> 12/09/24
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> Chief of Police
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$26.00 per hour - \$30.00 per hour
<b>Division:</b> Law Enforcement Services	

**JOB SUMMARY:** Performs law enforcement duties within Kiowa Indian Country as defined in Title 18 United States Code Section 1152 to preserve the protection of life and property and the construction of lawful rights of citizens. Investigates, apprehends, arrests and detains under authority of Title 25 CFR Criminal Statutes; Kiowa Tribe Criminal Codes; and Applicable Federal and States Statutes. Under administrative direction, plans, manages, supervises, and coordinates the activities and operations of an assigned service within the Law Enforcement Services of the Public Safety Department; Coordinates assigned activities with other divisions, departments and outside agencies, and provides highly responsible and complex administrative support to higher ranks as assigned.

## RESPONSIBILITIES:

- As assigned, assumes command of the department in the absence of the department head. Assumes management responsibilities for assigned services and activities of a division or service area of the Police Division; may oversee special projects or other assigned areas.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels. Coordinates the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates staff training; provides motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures.
- Plans, directs, coordinates and reviews and evaluates work products. Methods, and procedures of assigned staff to ensure compliance with applicable federal, tribal state and local laws, codes and regulations; and to ensure work practices, quality and accuracy; initiates discipline procedures.
- Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected. Performs related duties as required.
- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations. Responds to major incidents reported to the Police Division and ensures that all personnel

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

are following emergency management protocol; assumes command of incidents as needed for the situation.

- Represents the department with other law enforcement services and allied agencies, other City departments, civic groups and the public; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
- Other duties as assigned.

**QUALIFICATIONS:** Must possess a High School diploma or GED equivalent. Completion of basic police academy (State or Indian Police) within one-year date of hire. Two years of college level course work that includes criminology, criminal justice, police science, business administration, public administration or related field.

**REQUIREMENTS:** Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance with a clean driving history.

Possess a CPR and First Aid certification.

Five year of increasingly responsible law enforcement experience in all major phases of police work including two years administrative and supervisory experience at a level comparable to a Police Sergeant with the Kiowa Tribe. Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing.

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