



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT**

JOB ANNOUNCEMENT

**POSTING DATE: 03/05/10
POSTING DATE ENDING: 03/19/10
(POSTED IN AND OUT)**

TITLE: DRUG / GANG TASK FORCE OFFICER

DEPARTMENT: ISLETA POLICE DEPARTMENT

NO. OF POSITIONS: 2

POSITION #: 06029 - 06025 POSTING #: 019

STATUS: NON-EXEMPT

GRADE: P2 SALARY: \$16.51 - \$26.05

DESCRIPTION OF WORK

General Statement of Duties: The Drug / Gang Task Force Officer perform duties as directed by the Chief of Police. Investigates all crimes related to illegal drug and gang activity on the Pueblo of Isleta reservation and works towards maintaining a safe and secure community for the residents of the Pueblo of Isleta. Works with both Drug and Gang Enforcement task forces in the region and nationally.

Supervision Received: The Drug / Gang Task Force Officer works under the general supervision of the Chief of Police and Police Captain.

DUTIES AND RESPONSIBILITIES:

1. Investigates all Gang and Drug related activities on the Pueblo of Isleta reservation.
2. Maintains a flow of communication with the Tribal, State and Federal Drug / Gang Task Force investigators, and other law enforcement agencies.
3. Assists in preparing monthly narrative reports to the Chief of Police and Captain of Police.
4. Coordinates with Tribal, State, Federal and National Gang / Drug Task Force Groups on both Drug and Gang intelligence and up-dates.
5. Investigates all major crimes committed within the exterior boundaries of the Pueblo .
6. Assists in developing action plans for police personnel during special assignments or activities regarding drug and gang issues.
7. Provides indoctrination of drug and gang activities to all new police hires.
8. Provides up-dates as needed to the patrol division with emphasis patrols in designated areas.
9. Serves as trainer for all in-service training of all police officers concerning drug and gang activity..
10. Attends any and all special events on the reservations which may have illegal drug or gang activity present.
11. Coordinates with all outside drug and gang task forces outside the reservation regarding suspects conducting illegal activities.
12. Works with confidential informants and maintain strict policy regarding their use and function.

13. Maintains confidential information on all intelligence regarding drug and gang activity on the reservation.
14. Must be willing to be New Mexico Law Enforcement Instructor certified to teach both illegal drug and gang intelligence subject matter.
15. Assists the patrol division during special events on the reservation.
16. Must be willing to be certified in the Methamphetamine Clandestine Laboratory Safety course.

EDUCATIONAL/CERTIFICATION/EDUCATIONAL REQUIREMENTS:

1. High school diploma or G.E.D. certificate.
2. Must possess and maintain a Police Officer's Certification from the Federal Police Academy or New Mexico State Law Enforcement Academy.
3. New Mexico State Certification as a police officer preferred Completion of an approved Law Enforcement Certification program and the Indian Police Academy required.
4. If not certified as a New Mexico State Peace Officer, the police officer will be required to complete the New Mexico Department of Public Safety Certification by Waiver Course within one year of employment and applicable application requirements, in order to be cross-deputized within the counties of Valencia and Bernalillo.
5. Three or more years of law enforcement work experience as a patrol officer, and other documentation showing assignment or working with involving illegal drug or gang suppression units.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal Member with the ability to speak the Tiwa preferred.
2. Must be at least 21 years of age with the ability to pass a physical examination and physical fitness test.
3. Must not have any felony convictions or any type of conviction involving moral turpitude.
4. Ability to pass a extensive and thorough background investigation that includes local, state, and federal criminal history, past education, past employment, family information, medical history, military history, past residences, credit record, driver's license history, and personal references. Background investigations are conducted every five (5) years thereafter.
5. Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
6. Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
7. Ability to make quickly analyze data, draw logical conclusions and make sound decisions.
8. Ability to establish and maintain effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, community members and the general public.
9. Ability to communicate effectively, both verbally and in writing
10. Skilled in preparing accurate, complete and legible reports and to present detailed, accurate and objective oral statements and responses to questions.
11. Ability to apply training, experience and common sense in compliance with established laws, policies, procedures and regulations.
12. Skilled in the safe and effective operation and maintenance of law enforcement equipment.
13. Skilled in the safe operation and handling of motor vehicles.
14. Knowledgeable of relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
15. Knowledgeable of current law enforcement principles, practices, methods, and techniques.
16. Knowledgeable of the Pueblo reservation including paved and unpaved roads, highways, streets and locations.
17. Possession of a valid New Mexico State driver's Valid New Mexico Driver license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.
18. Knowledgeable of interviewing and interrogation techniques.
19. Knowledgeable of crime scene management and preliminary investigation procedures.

20. Ability to maintain confidentiality and use discretion when dealing with sensitive information.
21. Knowledgeable of and sensitivity to tribal customs and beliefs.
22. Must pass the PEB (Physical Efficiency Battery) every year.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Works in all types of weather conditions. Possible exposure to toxic or caustic chemicals. Possible exposure to flames or burning items. Good reflexes of the arms and hands in order to draw and shoot side arms quickly and accurately. Exposure to hazardous, uncontrollable and life threatening situations may occur.

COMMENTS:

The Police Drug / Gang Task Force Officer role is providing law and order for the Pueblo of Isleta. Employees of the Police Department are required to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE