



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT
2nd Posting**

**POSTING DATE: 02/22/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: POLICE SERGEANT

DEPARTMENT: ISLETA POLICE DEPARTMENT

NO. OF POSITIONS: 1

POSITION #: 06007 POSTING #: 075

STATUS: NON-EXEMPT

GRADE/STARTING SALARY: P3- \$18.37 DOE

DESCRIPTION OF WORK

General Statement of Duties: Performs law enforcement, crime prevention, and supervisory duties to maintain a safe and secure community for residents of the Pueblo of Isleta.

Supervision Received: The Police Sergeant works under the supervision of the Lieutenant of Police and through the chain of command, the Chief of Police.

Supervision Exercised: The Police Sergeant supervises their respective shift Police Officers.

DUTIES AND RESPONSIBILITIES:

1. Enforces the provisions contained in the Pueblo of Isleta Law and Order Code and makes arrests when appropriate.
2. Patrols tribal roads and state highways within the boundaries of the Isleta Indian Reservation to enforce traffic laws and assist motorists in distress. Issues appropriate citations when necessary.
3. Administers first aid treatment within acceptable procedures when necessary.
4. Responds to complaints of Pueblo of Isleta residents and investigates minor felonies, misdemeanors, traffic accidents involving personal injury and/or property damage, vandalism, and burglary.
5. Assists Bureau of Indian Affairs and other federal, tribal and state law enforcement officers in investigating federal or state offenses occurring on the Isleta Indian Reservation.
6. Coordinates delivery of services with other on and off reservation programs that serve Isleta residents, particularly search and rescue groups and the Isleta Emergency Medical Technician Program.
7. Refers alleged federal crimes to the Federal Bureau of Investigation through the Chief of Police.

8. Documents results of investigations in writing and prepares required forms and written reports.
9. Provides oral testimony, written reports, services or warrants and other assistance requested by the Isleta Tribal Court and other tribal, federal and state courts.
10. Assists citizen groups, tribal programs, and other programs serving the Pueblo of Isleta to implement crime and delinquency prevention programs.
11. Performs supervisory duties in the absence of or upon assignment by the Police Lieutenant, Police Captain or Chief of Police
12. Checks and Corrects all reports and criminal complaints filed.
13. Evaluates performance of subordinates
14. Maintains inventory of all police issued equipment to subordinates.
15. Other duties as assigned.

EDUCATIONAL REQUIREMENTS:

1. New Mexico State Certification as a police officer preferred Completion of an approved Law Enforcement Certification program and the Indian Police Academy required.
2. 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.
3. Three or more years of continuous recent law enforcement work experience with at least one year of direct supervisory experience.

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 Sergeant 's 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.

Vjj/HR/VA-8-17-07

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