



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 036-25

OPENING DATE: 03/10/2025

CLOSING DATE: UNTIL FILLED

POSTED: IN/OUT

POSITION: Police Sergeant
PAY GRADE: NE13 (\$44.29/hr. - \$59.80/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department-Open Space
REPORTS TO: Police Captain
BACKGROUND LEVEL: Law Enforcement

JOB PURPOSE: Provides guidance and leadership to Open Space Officers in field operations and takes command over emergency situations. Patrols the Pueblo of Isleta reservation range and forested land to identify illegal or unauthorized activities, takes appropriate action in accordance with Pueblo of Isleta laws, rules, and regulations and policies.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Supervises and coordinates activities of Open Space Officers; ensure compliance with established policies, procedures and work standards.
- Conducts and issues duty assignments; performs inspections of equipment issued units, weapons, uniforms, and weather gear. Maintains inventory of all equipment issued to subordinates.
- Provides supervision at special activities including feast days, checkpoints, and traditional activities.
- Detects and investigates theft of livestock, trespassing, vandalism, illegal dumping protects private or tribal property, ensures public or employee safety.
- Enforces sections of the Pueblo of Isleta Law and Order Code as defined by the Isleta Police Department Policies and Procedures; secures, documents, and examines crime scenes and gathers, preserves and processes evidence, assists BIA and other federal, tribal and state law enforcement officers as required.

- Observes, arrests, detains, charges and books violators as defined by the Isleta Police Department Policies and Procedures, issues citations when appropriate.
- Provides law enforcement support for operations on Comanche Ranch.
- Participates in search and rescue and or recovery of persons in the rangelands and Manzano Mountains.
- Enforces poaching laws in the Manzano Mountains during winter hunting season and burning laws during summer farming season.
- Provides resource protection including roadblocks for various tribal activities and law enforcement support to the Wildland Fire crew.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Testifies in court to present evidence or testify against persons accused of criminal activity.
- Assists Open Space Captain in preparing recommendations on range or conservation matters to Tribal Council for approval.
- Ensures that assigned department vehicle is serviced per approved schedule and maintains records of servicing.
- Maintains a record of livestock and wildlife and other range/forestry information.
- Coordinates with Isleta Police Department on investigations and prosecutions as defined by the Isleta Police Department Policies and Procedures.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Open Space officers in the provision of law enforcement services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing professional staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Three years' experience in law enforcement or natural resources management.
- Completion of Federal Law Enforcement Training Certification (FLETC) program within one year of hire.
- Maintains Bi-Annual training.
- Firearm Safety Certification.
- Must be able to pass a physical examination.
- Must pass the annual PEB (Physical Efficiency Battery).
- Valid New Mexico driver license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of the Isleta Pueblo geography and road locations.
- Knowledge of natural resources management and principles and procedures.
- Knowledgeable of current law enforcement principles, practices, methods and techniques.
- Knowledgeable of interviewing and interrogation techniques.
- Knowledgeable of crime scene management and preliminary investigation procedures.

- Skilled in the safe and effective operation and maintenance of law enforcement equipment.
- Ability to use Glock .40 caliber handgun, Spykes AR-15 .233 semi-automatic rifle and Remington 870 shotgun.
- Ability to safely operate all terrain, and four wheel drive vehicles.
- Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work, availability for on call after normal working schedule.
- Ability to evaluate situations or information to determine compliance with animal or natural resource standards.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

PHYSICAL DEMANDS:

- Talk, hear, sit, stand; Use hands to handle objects, equipment, controls and reach with arms and hands.
- Walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist.
- Lifting or transporting of items up to 100 lbs. below and at waist level, either with or without assistance.
- Reaching, grasping, finger strength and manipulation to operate firearms.
- Standing, walking, or running may be on uneven surfaces or unstable ground.

WORK ENVIRONMENT:

- Work is generally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to hazardous, uncontrollable, and life-threatening situations.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Evening and weekend work required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.