



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 01/01/11  
POSTING DATE ENDING: Until Filled  
(POSTED IN AND OUT)**

**TITLE: POLICE OFFICER**

**LOCATION: ISLETA POLICE DEPARTMENT**

**NO. OF POSITIONS: 1**

**STATUS: NON-EXEMPT**

**POSITION #: OPEN POSTING #: OPEN**

**GRADE: P2 STARTING SALARY: \$16.51/Hr. (Depending on Experience)**

**DESCRIPTION OF WORK**

**General Statement of Duties:** The Police Officer performs law enforcement and crime prevention services to maintain a safe and secure community for Pueblo of Isleta residents.

**Supervision Received:** Reports to the Chief of Police under direction of the shift supervisor in charge.

**DUTIES AND RESPONSIBILITIES:**

1. Enforces the Pueblo of Isleta Law and Order Code, charges and books arrested person, or issues citations when appropriate and completes necessary paperwork.
2. Patrols tribal roads and state highways within the boundaries of the Isleta Indian Reservation to enforce traffic laws and assist motorists in distress.
3. Responds to complaints from Pueblo of Isleta residents and investigates criminal or civil misdemeanors, traffic accidents involving personal injury and/or property damage, vandalism, and burglary.
4. Determines whether there is probable cause for arrest at domestic disturbances.
5. Interrogates victims, witnesses, and suspects.
6. Establishes and maintains effective working relationships with co-workers, tribal administrators, and the general public.
7. Secures, documents, and examines crime scenes and gathers, preserves and processes evidence.
8. Assists Bureau of Indian Affairs and other federal, tribal and state law enforcement officers in investigating federal or state offenses occurring on the Pueblo of Isleta Reservation.
9. Observes and reports conditions conducive to crime or which might endanger public safety.
10. Acts as a team member with others on tactical operations with other on and off reservation programs that serve Isleta residents that may include search and rescue groups, HAZMAT situations, fires, etc.

11. Works in cooperation with the Isleta Emergency Medical Technician Program and administers first aid or renders interim emergency care when necessary.
12. Refers federal crimes to the Federal Bureau of Investigation through the Chief of Police.
13. Documents the results of investigations in writing and prepares required forms and written reports.
9. Provides oral testimony, service warrants, police reports, etc. as 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 or public awareness/public safety programs through presentations at community meetings, departmental meetings or with public and private groups
11. Drives police vehicles in all weather conditions.
12. Works various shifts including nights, weekends, and holidays.
13. Attends routine and specialized training classes and seminars of law enforcement methods and techniques for a minimum of 40 hours annual in-service sessions.
14. Performs other job related duties as assigned.

**EDUCATIONAL REQUIREMENTS:**

1. High school diploma or G.E.D. certificate. AA or BA in Police Science, Law Enforcements or related area preferred.

**EXPERIENCE REQUIREMENTS:**

1. Six (6) months of work experience and 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 and applicable application requirements, in order to be cross-deputized within the counties of Valencia and Bernalillo.

**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 successfully complete an approved Basic Police Training Course within required time limits.
6. Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
7. Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
8. Ability to make quickly analyze data, draw logical conclusions and make sound decisions.
9. Ability to establish and maintain effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, community members and the general public..
10. Ability to communicate effectively, both verbally and in writing
11. Skilled in preparing accurate, complete and legible reports and to present detailed, accurate and objective oral statements and responses to questions.
12. Ability to apply training, experience and common sense in compliance with established laws, policies, procedures and regulations.
13. Skilled in the safe and effective operation and maintenance of law enforcement equipment.
14. Skilled in the safe operation and handling of motor vehicles.
15. Knowledgeable of relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
16. Knowledgeable of current law enforcement principles, practices, methods, and techniques.

17. Knowledgeable of the Pueblo reservation including paved and unpaved roads, highways, streets and locations.
18. Possession of a valid New Mexico State driver's with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.
19. Knowledgeable of interviewing and interrogation techniques.
20. Knowledgeable of crime scene management and preliminary investigation procedures.
21. Ability to maintain confidentiality and use discretion when dealing with sensitive information.
22. Knowledgeable of and sensitivity to tribal customs and beliefs.

**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 Officer'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/VA/HR/-6-27-07

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, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISELTA IS A DRUG-FREE WORKPLACE

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