



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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**JOB ANNOUNCEMENT
2nd Posting**

**POSTING DATE: 12/30/09
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

**TITLE: HIGHWAY TRAFFIC SAFETY POLICE SUPERVISOR – ONE YEAR GRANT POSITION
(PENDING THE AVAILABILITY OF FUNDING, THE POSITIONS MAY BE EXTENDED)**

LOCATION: ISLETA POLICE DEPARTMENT

NO. OF POSITIONS: 1

POSITION: # 06056 POSTING #: 078

STATUS: NON-EXEMPT

SALARY RANGE: P2 - \$16.11 - \$25.42 - (Depending on Experience)

DESCRIPTION OF WORK

General Statement of Duties: The duties of the HIGHWAY SAFETY POLICE SUPERVISOR will primarily be the supervision and management of the Highway Safety Police personnel in the enforcement of speed related moving vehicle violations within all the primary routes of travel through the Pueblo of Isleta Indian Reservation. The incumbent will also provide direct supervision and management of the DWI / DUI patrols during the times when impaired drivers are likely to be driving on the roadways and provides traffic services to the Pueblo.

Supervision Received: Receives general direction from the Field Services Commander / Lieutenant of Police.

DUTIES AND RESPONSIBILITIES:

1. Provides direct supervision and management of two Highway Safety Police Officers who administer enforcement of Tribal, State and Federal laws and makes arrests or issues citations when appropriate.
2. Patrols of tribal roads and state highways within the boundaries of the Isleta Indian Reservation to enforce traffic laws and assist motorists in distress.
3. Responds and investigates simple and complex traffic accidents involving personal injury and/or property damage.
4. Secures and examines traffic crime scenes and gathers, preserves and processes evidence; interrogates victims, witnesses, and suspects.
5. Provides oral testimony, service warrants, police reports, etc. as requested by the Isleta Tribal Court and other tribal, federal, and state courts.
6. Documents the results of all traffic related investigations in writing and prepares required forms and

written reports, and submits the reports and documentation in a timely and efficient manner; completes and / or reviews paperwork documenting crashes and traffic offenses, coordinates with other law enforcement personnel and agencies to reduce motor vehicles on the Pueblo.

7. Refers federal crimes to the Federal Bureau of Investigation and the Bureau of Indian Affairs Criminal Investigation Unit, through the Sergeant of Detectives.
8. Observes and reports conditions conducive to crime or which might endanger public safety.
9. Establishes and maintains effective positive public relations with the general public, Tribal co-workers and departments, tribal administrators, and other outside law enforcement agencies.
10. Acts as a team leader and member as needed and directed with others on tactical operations with other on and off reservation programs that serve Isleta residents that may include DWI / OBI / Sobriety Check-points , search and rescue groups, HAZMAT situations, fires, etc.
11. Works closely with the Special Projects Manager to insure compliance with the grant requirements; maintains monthly statistical information on all traffic related issues and submits the documentation in a timely manner to the Special Projects Manager.
12. Assists citizen groups, tribal programs, and other programs serving the Pueblo of Isleta to implement DUI / DWI prevention or public awareness/public safety programs through presentations at community meetings, departmental meetings or with public and private groups
13. Drives police vehicles in all weather conditions.
14. Uses of all types of speed radar and Lidar equipment.
15. Maintains current information on vehicular traffic accidents/incidents/citations within the exterior boundaries of the Pueblo of Isleta Reservation
16. Uses office equipment and personal computers to store and calculate traffic related information on a weekly, monthly and yearly basis.
17. Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community.
18. Provides supervisory oversight over the Highway Safety Patrol officers including evaluations, corrective actions, and training.
19. Attends roll call, training, and community-policing meetings; provides training to the Traffic Safety Officers and Tribal Police officers in the investigation of traffic crashes and use of traffic information to reduce traffic crashes in the pueblo.
20. Works the various shifts with his Highway Safety Officers which including nights, weekends, and holidays.
21. Attends routine and specialized training classes and seminars of law enforcement methods and techniques for a minimum of 40 hours annual in-service sessions.
22. Performs other job related duties as assigned.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

1. High school diploma or G.E.D. certificate. AA or BA in Police Science, Law Enforcement or related area preferred. Must have New Mexico State Peace Officer certification and Police Supervisor certification or three (3) or more years of related experience with training in advanced crash investigation and/or interest in obtaining advanced traffic accident investigation training.
2. Must possess a valid New Mexico operator's license and be insurable under tribal insurer requirements (e.g., be age 21 or over, no DUI convictions within the last 5 years; no reckless driving, no speeding tickets in excess of 15 mph over the posted speed limit, no more than one at-fault accident, and no more than three speeding tickets within the last 3 years).

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 prior to being considered for employment.
3. 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. Cannot not have any felony convictions or any type of conviction involving moral turpitude. Background

- investigations are conducted every five (5) years thereafter.
4. Ability to successfully complete an approved Basic Police Training Course within required time limits.
 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 quick, independent and logical decisions under stress.
 8. Ability to work as part of a team effort with other police officers.
 9. Ability to use personal computers and basic office equipment.
 10. Skilled in preparing accurate, complete and legible reports and to present detailed, accurate and objective oral statements or reports 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. Knowledgeable of interviewing and interrogation techniques.
 18. Knowledgeable of crime scene management and preliminary investigation procedures.
 19. Knowledgeable of and sensitivity to tribal customs and beliefs.
 20. Ability to pass New Mexico Law Enforcement Police Officer Standards and Training background investigation.
 21. Ability to meet the Pueblo of Isleta and New Mexico State Law Enforcement Drug standards.
 22. Ability to show competency in Standard Field Sobriety, DWI investigation and DWI related equipment (i.e.: IR 8000)

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 Highway Safety Patrol Supervisor's role is to provide law and order for the Pueblo of Isleta. Officers 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-COP VA/12-16-09

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