



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 003-24

OPENING DATE: 01/02/2024

CLOSING DATE: 01/31/2024

POSITION: Highway Safety Sergeant/
Program Manager
PAY GRADE: NE13 (\$34.24/hr. - \$46.22/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Police Department
REPORTS TO: Police Lieutenant
BACKGROUND LEVEL: Law Enforcement

POSTED: IN/OUT

JOB PURPOSE: Manages, and coordinates operational, supervisory, and administrative activities of the Indian Highway Safety Program (IHSP); schedules, allocates, and develops manpower; carries out special assignments. Provides guidance, supervision, and leadership to Highway Safety Officers, other police officers working IHSP activities, and assigned IHSP civilian non-sworn personnel to maintain a safe and secure community for residents of the Pueblo of Isleta.

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:

- Oversees, manages and supervises daily operations of Highway Safety Officers, other police officers working IHSP activities, and assigned IHSP civilian non-sworn personnel; ensures compliance with established policies, procedures, work standards, target goals, and grant agreement.
- Communicates departmental policies, procedures, regulations, guidelines, goals and objectives.

- Coordinates response to requests for service from the public and other agencies, as it relates to traffic safety matters.
- Coordinates training for sworn and non-sworn personnel within the IHSP or participating in IHSP activities.
- Assigns, schedules, guides, and monitors work, appraises employee performance.
- Enforces personnel rules and regulations and work behavior standards firmly and impartially.
- Conducts regular briefings with Chief of Police, Lieutenant, or their designee, with the status of the IHSP unit.
- Communicates effectively both verbally and in writing.
- Patrols tribal roads and state highways within the exterior boundaries of the Pueblo of Isleta to enforce traffic laws and assist motorists in distress.
- Enforces the Pueblo of Isleta Law and Order Code, state law or applicable federal law to include charging or booking individuals placed under arrest, or issues citations when appropriate and completes necessary paperwork include vehicle progress.
- Enforces speed related moving vehicle violations within all the primary routes of travel through the Pueblo of Isleta and performs DWI/DUI patrols; investigates all motor vehicle crashes and is on call for major crashes within the Pueblo.
- Responds and investigates simple and complex traffic accidents involving personal injury and property damage; on call for serious traffic related accidents.
- Interrogates victims, witnesses, and suspects; issues citations or files criminal complaints depending on severity of crash.
- Confers with District Attorney's Office for prosecutions.
- Gathers weekly data in order to identify problem areas; assembles monthly statistics to include number of citations and motor vehicle crashes by categories and reports.
- Prepares operational and tactical plans for check points and saturation patrols.
- Prepares and submits reimbursement reports on DWI operations.
- Assists Bureau of Indian Affairs and other federal, tribal, state and local law enforcement officers in investigating federal or state offenses occurring on the Pueblo of Isleta Reservation.
- Works in cooperation with EMS and administers first aid or renders interim emergency care when necessary.
- Establishes and maintains effective positive public relations with the general public, tribal co-workers and departments, tribal administrators, and other outside law enforcement agencies.
- Secures and examines traffic crime scenes and gathers, preserves and processes evidence.
- Observes and reports conditions conducive to crime or which might endanger public safety.
- Works sobriety checkpoints, and assists in search and rescue groups, fires, HAZMAT situations, "Click It or Ticket", "Drive Sober or Get Pulled Over", and "Don't Shatter the Dream" programs.
- Performs as a Certified Key Operator for the Intoxilyzer 8000; maintains the proper functioning of the machine.
- Refers federal crimes to the Federal Bureau of Investigation through the Chief of Police or their designee.

- Documents the results of investigations in writing and prepares required forms and written reports, maintains monthly statistical information on all traffic related issues.
- Provides oral testimony, service warrants, and police reports, as requested by the Isleta Tribal Court and other tribal, federal, state or local courts.
- 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.
- Provides security and law enforcement for tribal activities.
- Attends routine and specialized training classes and seminars of law enforcement methods and techniques for a minimum of 40 hours annual in-service sessions.
- Assists with IHSP advertising as well as promotional items including handouts, pencils, coloring books, key chains and bracelets; contacts agencies for advertising as needed.
- Understands and maintains the project agreement to ensure compliance with rules, regulations, and special emphases in an area that may be required.
- Ensure performance measures and/or requirements are understood and tracked by staff.
- Works various shifts including nights, weekends, and holidays.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: Supervises daily operations of Highway Safety Officers, other police officers working IHSP activities, and assigned IHSP civilian non-sworn personnel; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be 21 years of age.
- Seven or more years of continuous recent law enforcement work experience.
- Completion of State of New Mexico Certified Law Enforcement Training.
- Indian Police Academy Certification
- Duly commissioned officer.
- Certified in Speed Radar and Lidar.
- Certified Key Operator.
- Certified Standardized Field Sobriety Testing (SFST) Instructor.
- Must be able to pass a physical examination.
- Must pass the annual PEB (Physical Efficiency Battery).
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must possess a first-line supervisor advanced training certification or successfully obtain first-line supervisor advanced training certification within 6 months.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
- Knowledge of current law enforcement principles, practices, methods, and techniques.
- Knowledge of the Pueblo reservation including paved and unpaved roads, highways, streets and locations.
- Knowledge of interviewing and interrogation techniques.
- Knowledge of crime scene management and preliminary investigation procedures.
- Knowledge of traffic crash investigation and traffic safety techniques.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Skill with documenting crashes and traffic offenses.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in the safe and effective operation and maintenance of law enforcement equipment.
- Skill in the safe operation and handling of motor vehicles.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to drive police vehicle in all weather conditions.
- Ability to use personal protective tools including handgun, mace, baton and cuffs.
- Ability to use Tyler and TraCS software.
- Ability to use police radio and Intoxilyzer 8000.
- Ability to communicate effectively, both verbally and in writing
- Ability to successfully complete an approved Basic Police Training Course within required time limits.
- Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
- Ability to work various duty shifts, including holidays, weekends, evenings, and overtime.
- Ability to quickly analyze data, draw logical conclusions and make sound decisions.
- 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.
- Ability to establish and maintain effective working relationships with associate personnel and the public.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to show competency in Standard Field Sobriety, DWI investigation and DWI related equipment.
- Ability 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

PHYSICAL DEMANDS:

- Walking, running, lifting and climbing during efforts to catch or subdue hostile individuals; good reflexes of the arms and hands in order to draw and shoot firearms quickly and accurately.

- Situations will occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position requires frequent lifting of 75 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office and outdoor environment or vehicle.
- Exposure to natural weather conditions and various dusts and mists will occur.
- Possible exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life-threatening situations will occur.
- Evening, weekend, and/or holiday work will be required and must be on call for emergencies.
- Noise level is usually moderate to high.

PREFERENCE:

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