



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 002-25

OPENING DATE: 01/03/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Police Lieutenant
PAY GRADE: NE14 (\$48.72/hr. - \$65.78/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Police Chief
BACKGROUND LEVEL: Law Enforcement

JOB PURPOSE: Manages field operations and the daily operations of the Police Department to maintain a safe and secure community for residents of the Pueblo of Isleta. Provides oversight in major crime and motor vehicle crash investigations.

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:

- Assists the Chief of Police and Police Captain in the administration of the Isleta Police Department.
- Prepares T.A.C.T. plans for special events concerning security assignments of police personnel for Governor's Feast and other special Pueblo events.
- Prepares mandatory monthly reports and stats for IHSP concerning the activities and performance of IHSP officers and field officers.
- Performs police unit inspections; checks pool units on a weekly basis and prepares monthly updates on unit mileage.
- Prepares monthly statistics on traffic and patrol on citations issued.
- Obtains price quotes for police unit repairs and maintenance; meets with vendors as needed.

- Prepares duty rosters and ensures field coverage; assigns police officers for special events and as escorts.
- Conducts internal investigations and prepares investigative reports for officers involved in fleet crashes in accordance with POI policies and procedures.
- Follows up on submitted reports including DWI, Criminal Complaints, and other police related matters.
- Supervises, coordinates and participates in the development and implementation of community relations and crime prevention programs.
- Maintains an open flow of communication with the Pueblo of Isleta community, Bureau of Indian Affairs (BIA), and other tribal programs and law enforcement agencies.
- Assists in preparing monthly narrative reports to the Isleta Governor's Office and the Bureau of Indian Affairs.
- Responds to complaints from citizens in regards to the operation of the Police Department and complaints made against any of the Isleta Police Department personnel.
- Assists in investigation of major crimes committed within the exterior boundaries of the Pueblo.
- Assists in developing action plans for police personnel during special assignments or activities.
- Supervises and coordinates Highway Safety Programs and oversees the Field Training Program for newly hired officers.
- Researches new developments in law enforcement, revises departmental rules and regulations; communicates updates as needed.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- 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.
- Participates with DWI/OWI saturation patrols and checkpoints.
- Maintains current working knowledge of trends in law enforcement.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Police Sergeants, Police Sergeant-Case Manager, Police/K-9 Officer, Security Supervisor/Officer, Highway Safety Police Officers and the Data Analyst 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/GED.
- Must be 21 years of age.
- Completion of State of New Mexico Certified Law Enforcement Training.
- Indian Police Academy Certification.
- Five or more years of continuous recent law enforcement work experience with at least three years in a supervisory capacity.
- Duly commissioned officer.
- 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.

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 and sensitivity to tribal customs and beliefs.
- 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 Sleuth software.
- Ability to use police radio.
- Ability to communicate effectively, both verbally and in writing.
- 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 analyze situations and adopt appropriate courses of action.
- 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 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:

- Work requires 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 side arms quickly and accurately.
- Situations may 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 50 lbs.

WORK ENVIRONMENT:

- Work may be performed in a typical interior/office and outdoor environment or vehicle.
- Exposure to natural weather conditions and various dusts and mists may occur.
- Possible exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations may occur.
- Evening, weekend, and/or holiday work will be required.
- 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.