PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 150550-26

OPENING DATE: 10/21/2026
CLOSING DATE: Open Until Filled
POSTED: IN/OUT

POSITION:	Police Officer I
PAY GRADE:	NE11 ($37.71/hr. - $58.75/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	POI Funded
DEPARTMENT:	Police Department
REPORTS TO:	Police Sergeant
BACKGROUND LEVEL:	Law Enforcement

JOB PURPOSE: Performs law enforcement, crime prevention, and public service skills to maintain a safe, friendly and secure community for 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:

- Enforces the Pueblo of Isleta Law and Order Code, charges and books arrested person, or issues citations when appropriate and completes necessary paperwork.
- Patrols tribal roads and state highways within the boundaries of the Isleta Indian Reservation to enforce traffic laws and assist motorists in distress.
- 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.
- Determines whether there is probable cause for arrest at domestic disturbances.
- Provides security and law enforcement for tribal activities.
- Interrogates victims, witnesses, and suspects.
- Transports violators to and from court, rehabilitation sites or jail facilities. Serves court papers, warrants, or subpoenas as required.
- Establishes and maintains effective working relationships with co-workers, tribal administrators, and the general public.

- Secures, documents, and examines crime scenes and gathers, preserves and processes evidence.
- 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.
- Observes and reports conditions conducive to crime or which might endanger public safety.
- Assists search and rescue groups, HAZMAT situations, and fires as requested.
- Works in cooperation with the EMTs and administers first aide or renders interim emergency care when necessary.
- Refers federal crimes to the Federal Bureau of Investigation through the Chief of Police.
- Documents the results of investigations in writing and prepares required forms and written reports; completes citation log book and call log as required, to include crash reports in a timely manner.
- Provides oral testimony, service warrants, and police reports, as requested by the Isleta Tribal Court and other tribal, federal, and state courts.
- 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.
- Works various shifts including nights, weekends, and holidays, to include shift assignments.
- Attends routine and specialized training classes and seminars of law enforcement methods and techniques for a minimum of 40 hours annual in-service sessions.

Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be 21 years of age.
- 0 - 5 years of work experience as a police officer.
- Duly commissioned officer.
- Police Academy Certification.
- Must be able to pass a physical examination.
- Must pass the annual Physical Efficiency Battery (PEB).
- Ability to speak Tiwa preferred.
- Valid New Mexico driver's 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.
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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 all 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 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 and police radio.
- 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 make 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 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.
- Exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable and life threatening situations will occur.
- Evening, weekend, and 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.