PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 150554-26

OPENING DATE: 11/04/2026
CLOSING DATE: OPEN UNTIL FILLED
POSTED: IN/OUT

POSITION:	Police Sergeant
PAY GRADE:	NE13 ($58.08/hr. - $90.49/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	POI Funded
DEPARTMENT:	Police Department
REPORTS TO:	Police Lieutenant
BACKGROUND LEVEL:	Law Enforcement

JOB PURPOSE: Provides guidance and leadership to Police Officers, Security Officers, or assigned civilian non-sworn personnel; in department operations and takes command over emergency situations; performs law enforcement, crime prevention, and supervisory duties 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:

- Supervises and coordinates activities of Police Officers, Security Officers, or assigned civilian non-sworn personnel as assigned by Chief of Police; ensures compliance with established policies, procedures and work standards.
- Conducts roll call of officers and issues duty assignments; performs shift inspections of equipment issued police units, weapons, uniforms, and weather gear.
- Communicates departmental policies, procedures, regulations, guidelines, goals and objectives.
- Maintains inventory of all police issued equipment to subordinates.
- Provides supervision at special activities including feast days, checkpoints, and saturation patrols.
- Organizes, attends or participates in community policing events as assigned by Chief of Police or designee.
- Prepares operational and tactical plans for check points and saturation patrols.

- Prepares and submits reimbursement reports on DWI operations.
- 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.
- Patrols tribal roads, interstate, 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.
- May 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 medical or fire personnel to administer first aid or renders interim emergency care when necessary.
- Refers federal crimes to federal law enforcement organizations 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.
- 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.
- Attends routine and specialized training classes and seminars of law enforcement methods and techniques for a minimum of 40 hours annual in-service sessions.
- May provide case management services to individuals suspected of low level criminal offenses to help them achieve stability and improved quality of life.
- Focuses on crime prevention, which may include individualized outreach, crisis intervention, mediation, long-term engagement, and intensive case management monitoring.
- Bridges Pueblo of Isleta community services gaps to help individuals access essential Social Services, Housing, and Behavioral Health services.
- May oversee field training officer program.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Police Officers, Security Officers, or assigned civilian non-sworn personnel 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.
- Three or more years of continuous recent law enforcement work experience.

Completion of State of New Mexico Certified Law Enforcement Training or Indian Police Academy Certification

- 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.
- 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 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 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 and Intoxilyzer 8000.
- 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 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 50 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.