

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-54**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Detention Lieutenant
OPENING DATE:	May 12, 2022
CLOSING DATE:	May 23, 2022
DEPARTMENT:	Public Safety / Detention Facility
SALARY RANGE:	E-14; \$44,949 - \$67,412

Position Summary:

Under general supervision of the Detention Captain, the Detention Lieutenant provides supervisory guidance and leadership to Detention Sergeants and Detention Officers. Ensures compliance with established policies, procedures and regulations to ensure the safety of persons committed to the facility, personnel, and the general public. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Supervises and coordinates activities of the detention facility; develops and maintains on-duty crew schedules; coordinates and manages daily work schedules; requests additional resources as needed for transports.
- Assists in developing and updating standard operating procedures and program rules and regulations to ensure safe/effective practices.
- Coordinates/hosts regular staff meetings to ensure effective communication of policies, procedures, regulations, goals/objectives, and program activities.
- Ensures the scheduling of and meeting of training requirements.
- Participates in the employment interview process and hiring decisions.
- Issues regular and special equipment to Detention Officers as required.
- Assists in the development and implementation of community relations and re-entry programs.
- Responds to inmate grievances; conducts comprehensive investigation; develops and recommends resolution.
- Investigates and reports causes of inmate disturbances such as fights, assault, theft, etc.
- Performs duties of a Detention Officer when required; supervises and controls inmates to prevent disturbances, injuries, and escapes; maintains discipline and order using non-lethal weapons if necessary.
- Determines services required by special needs inmates; coordinates services with other providers as determined.
- Maintains communication with law enforcement and court personnel regarding inmate sentencing, court appearances, and other relevant matters.
- Performs CPR or first-aid as required in the event of medical emergency.
- Responds to citizen complaints; provides accurate and comprehensive information regarding program policies and procedures.
- Develops and maintains required documentation and records on incidents in compliance with program and grant policies and procedures.
- Ensures the confidentiality of inmate information in accordance with relevant privacy protection laws and program requirements.
- Conducts performance evaluation of assigned staff, takes appropriate disciplinary action and recommends staff changes or assignments; recognizes positive staff contributions; encourages feedback for program improvement.
- Improves staff effectiveness by coaching, counseling, training, and modeling.
- Acts on behalf of the Captain when assigned.
- Responds to emergency calls on a 24-hours basis, as required.
- Maintains required certifications; maintains and enhances professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

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Minimum Qualifications:

High school diploma or GED required. Four (4) years of work experience in adult corrections, including two (2) years at a Sergeant level, required. Valid New Mexico Driver's License required. Certification by a recognized corrections Academy required. Must successfully complete the BIA corrections Academy within one year of hire.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Detention Lieutenant is designated as a High Risk Public Trust (*HRPT*) position.

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement program personnel successfully complete a thorough background investigation. The following are applicable laws that are considered when conducting background investigations for this position.

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of detention operation principles, practices, and statutes including BIA, American corrections Association, American Jail Association, and US Department of Justice standards.
- Knowledge of investigation techniques to gather, preserve and use evidence for further action.
- Knowledge of and skill in use of equipment used in detention, including nonlethal weapons, communications equipment, and vehicles.
- Knowledge of records management and basic accounting procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain positive relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, follow instructions verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to work independently; to analyze situations and adopt appropriate courses of action. Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to handle multiple tasks and meet deadlines.
- Ability to accept the dangers, stresses, regimentation, discipline and the time demands of detention work.
- Ability to integrate training, experience and common sense to exercise appropriate measure of tact or force to resolve dangerous situations.

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- Skill in providing leadership to, supervising, training and evaluating assigned staff.
- Skill in grant management, budget development and maintenance, and development of narrative and statistical reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES