

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-23

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Detention Sergeant
OPENING DATE:	May 27, 2025
CLOSING DATE:	June 4, 2025
DEPARTMENT:	Public Safety
SALARY RANGE:	NE12; \$23.53 - \$35.29 Hourly

Position Summary:

Under general supervision of the Detention Lieutenant, the Detention Sergeant provides supervisory guidance and leadership to the assigned Detention Officers team. Maintains law and order and provides safety and security to inmates in the Pueblo's Detention Facility. 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 Detention Officers to ensure compliance with established policies, procedures, and work standards.
- Conducts roll call of Detention Officers; issues duty assignments and coordinates daily transports.
- Reviews Detention Officers' reports for accuracy and ensures timely submission.
- Conducts regular team meetings to communicate departmental and facility policies, procedures, goals, and activities. Follows up with team to ensure understanding and compliance.
- Participates in the employment interview process.
- Evaluates performance of assigned team; promotes self-responsibility and accountability.
- Provides input and manages team relations by communicating, celebrating, coaching, counseling and disciplining employees.
- Provides input on team changes and/or reassignments.
- Addresses, per established policies and procedures, inmate violation of rules.
- Performs duties of a Detention Officer when warranted.
- When required, physically restrains combative or resistive individuals to prevent harm to themselves and others.
- Physically inspects locks, window bars, grills, doors, and gates for evidence of tampering, searches inmates and cells for contraband articles. Records findings.
- Supervises inmates in work assignments, escorts to and from visitation, transports to appointments and other activities outside of facility.
- Patrols assigned areas for evidence of prohibited activities and displays of unacceptable behavior; reports observations immediately to Detention Lieutenant and prepares required reports.
- Performs CPR or First Aid as required in the event of medical emergencies.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains certifications, professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED required.
- Three (3) years of experience in Corrections or Detention field required.
- One (1) year of supervisory experience in Corrections or Detention field required.
- Certification from a BIA recognized Detention Academy required.
- BIA First Line Supervisory Training Certification preferred. Must obtain within one (1) year of hire.
- CPR and First Aid Certifications preferred. Must obtain within six (6) months of hire.

- ICS 100-400, 700 & 800 Certifications preferred. Must obtain within six (6) months of hire.
- Defensive Driving Certification preferred. Must obtain within six (6) months 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 Sergeant 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, and Skills:

- Knowledge of detention operations, principles, and practices including BIA, American Corrections Association (ACA), American Jail Association (AJA) and U.S. Department of Justice (DOJ) standards.
- Knowledge of investigation techniques to gather, preserve, and use for possible administrative actions regarding inmate disturbances/conduct.
- Knowledge of basic FEMA/ICS policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to prepare accurate reports and present detailed and objective oral presentations.
- Ability to comprehend, retain, and recall verifiable information.
- Ability to enforce policies and procedures with due regard for the rights and safety of inmates.
- Ability to work as a team member in a structured working environment.
- Ability to work with minimal supervision and to work under pressure.
- Ability to maintain confidentiality, to demonstrate self-responsibility and high moral character.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill and ability to integrate training, experience, and common sense to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve situations.
- Skill in providing leadership, supervision, training, and evaluation of assigned staff.
- Skill in use of Word, Excel, Outlook, and programs specific to field.

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 poemployment@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, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES