

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-58**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Police Captain
OPENING DATE: August 27, 2025
CLOSING DATE: September 5, 2025
DEPARTMENT: Public Safety / Law Enforcement Program
SALARY RANGE: EX18; \$90,663 DOE

Position Summary:

Under general direction of the Police Chief, the Police Captain oversees the efficient operations of the Law Enforcement Program which ensures the safety, security, and preservation of life and property of the community. Ensures compliance with established policies, procedures, ordinances, regulations, codes, and laws. 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:

- Provides direct supervision to the Special Operations Lieutenant, Field Operations Lieutenant, and other assigned personnel.
- Assumes the responsibilities and duties of the Police Chief when delegated.
- Provides oversight to support services including evidence, fleet, armory, training, equipment, and physical fitness.
- Reviews operations to determine impact and effectiveness; provides recommendations for expansion, and/or improvements in services.
- Prepares required and/or requested narrative and statistical reports; meets assigned/required deadlines.
- Conducts and ensures the timely investigation of complaints against the Laguna Law Enforcement Program employees.
- Investigates and resolves Internal Affairs problems and issues.
- Responds to citizen complaints, ensuring accurate information is provided.
- Ensures the confidentiality of proceedings, files, and other information covered by established policies and regulations.
- Administers the community relations programs; presents lectures/activities on crime and substance abuse prevention, automobile safety, and other similar topics.
- Assists in the development and maintenance of program budget(s), assures compliance with funding agency requirements; and assists in contract negotiations.
- Interviews applicants for vacant positions and makes hiring recommendations to the hiring authority.
- Prepares required documentation to obtain funds for special operations and/or purchase of equipment.
- Responds to incidents, when required, including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
- Coordinates incident command scenes with other public safety organizations when required.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Ensures tribal sovereignty and the jurisdictional powers and authority of the Program are recognized and observed by all domestic and foreign law enforcement agencies.
- Coordinates activities with other public safety agencies as a representative of the Pueblo's Law Enforcement Program.
- Hosts regular staff meetings to ensure communication regarding Program activities and to communicate policies, procedures, guidelines, goals, and objectives.
- Observes the work of subordinate staff to ensure the provision of efficient and comprehensive services. Improves staff effectiveness by coaching, counseling, training, modeling.
- Conducts performance evaluations of assigned staff; recommends disciplinary actions, staff changes, or reassignments if required.
- Reviews, recommends changes, or approves performance evaluations completed by assigned staff; approves or denies proposed actions.

- Encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, creative problem solving with respect and sensitivity to the Pueblo's culture.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains Certifications within specified time limits and maintains throughout employment; enhances professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Complies with mandated medical physicals, physical fitness assessments, and completes a minimum of 40 hours in-service training annually.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

- Associate's degree in Criminal Justice, Law Enforcement, Public Administration, or related fields required. Any combination of education, professional certification and/or work experience of not less than ten (10) years that demonstrates the ability to perform the essential duties of the position may be considered.
- Certification by a Federally recognized Law Enforcement Academy or State Law Enforcement required.
- Ten (10) years of law enforcement experience required, including three (3) years of first line supervision required.
- Current/Valid CPR Certification preferred; must obtain within six (6) months of hire; maintains certification throughout employment.
- FEMA/ICS Certifications 300 and 400 (and prerequisites) preferred; must obtain within six (6) months of hire.
- May require a Written or Physical Examination

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 Police Captain 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 Officers successfully complete a thorough background investigation no less stringent than required of a Federal officer performing the same duties. 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
- PL 101-647: Crime Control Act of 1990
- PL 90-618: Gun Control 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 applicable federal, state, county and local laws, regulations, codes, and requirements.
- Knowledge of the principles and practices of police/law enforcement administration, including budgeting, program planning and development, employee supervision and training.
- Knowledge of contract/grant funds administration, compliance processes and procedures.

- Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
- Knowledge of and skill in the use of law enforcement equipment, including weapons, communications, computers, and vehicles.
- Knowledge, proficiency, and skill in firearms use and firearm safety.
- Knowledge of proper spelling, grammar and punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain working relationships with individuals of varying social and cultural backgrounds and with like agencies/programs.
- Ability to maintain confidentiality; to demonstrate high moral character and self-responsibility.
- Ability to work extended hours, various work schedules, and holidays.
- Ability to rapidly adjust to varying work schedules, including recognition of psychological and physical stresses of work.
- Ability to make effective decisions in routine and emergency situations.
- Ability to prepare comprehensive reports and present detailed, accurate and objective oral presentations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, codes, and standards.
- Skill in directing investigative, community and public relations, crime prevention, and support activities.
- Skill in program evaluation processes and procedures.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Lifts and/or moves 150-200 pounds using appropriate safety measures. Specific vision abilities required include close vision, distance vision, peripheral vision, and ability to adjust focus. Must stay in good physical condition to participate in annual PEB Assessment. Physical fitness tests will be conducted throughout the employment period to determine physical suitability.

Work Environment:

Work is performed both in an office setting with a moderate noise level and outdoors with exposure to natural weather conditions. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Occasional evening, weekend, and/or holiday work is required. There is frequent interaction with the public and exposure to potentially dangerous situations is present in the performance of Police Officer duties. Travel may be required for training, meetings, and other events.

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

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- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES