

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-77

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Detention Cadet
OPENING DATE: December 3, 2025
CLOSING DATE: December 11, 2025
DEPARTMENT: Detention / Public Safety
SALARY RANGE: NE10; \$19.74 (Frozen Until Certified)

Position Summary:

Under direct supervision of the Detention Sergeant, the Cadet assists Detention Officers to perform a variety of detention duties and functions. Receives on the job training to gain knowledge and experience for eventual Detention Officer certification. Complies with and fulfills requirements of Professional Development Plan. 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:

- Under the supervision of certified officers and supervisors, cadet will observe and control behavior of inmates in the Pueblo's Detention Facility in accordance with established policies, procedures, rules and regulations.
- Assists officers in preventing disturbances, injuries, and escapes by observing inmate conduct and behavior.
- Assists officers in maintaining discipline and order among prisoners using non-lethal weapons if necessary.
- Assists officers in restraining combative or resistive individuals to prevent harm to the individual, self, to others and maintain security of the facility and to prevent escape.
- Inspects locks, window bars, grills, doors, and gates for evidence of tampering.
- Assists officers in searching inmates and cells for contraband articles.
- Assists officers with supervising, controlling, and directing inmates in their work assignments.
- Assists officers in escorting inmates to and from visitation, tribal court, medical appointments, or religious services that may include driving inmates to locations outside the Detention Facility.
- Patrols assigned areas for evidence of prohibited activities, rule infractions, security breaches, and displays of unacceptable behavior. Prepares reports of any incidents.
- Reports observations to supervisor as required.
- Processes paperwork for the receiving and incarceration of incoming prisoners.
- Screens visitors for contraband or weapons.
- Serves inmate meals and provides other services as required.
- Monitors suicidal and escape risk inmates.
- Conducts regularly scheduled head counts of inmates.
- Completes Professional Development Plan to obtain BIA Detention Certification within one year of hire.
- Contributes to team effort toward accomplishing tasks and achieving results.

Minimum Qualifications:

- High School Diploma or GED required.
- Must be at least 18 years of age.
- Obtains Bureau of Indian Affairs (BIA) Detention Basic Academy Certification within one year of hire.
- First Aid/CPR Certification preferred; must be able to obtain within six (6) months of hire.
- ICS 100, 200, 700, and 800 Certifications preferred; must be able to obtain within six (6) months of hire.
- Defensive driving certification preferred; must be able to 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 Cadet 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 that 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 laws, regulations, and requirements.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- 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 follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality.
- Ability to work efficiently under pressure and stressful conditions.
- Ability to demonstrate moral character and desire to help when dealing with people.
- Skill, ability, and commitment to completing Professional Development Plan.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; 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 taste or smell. The employee must occasionally lift and/or move 100+ pounds using appropriate safety measures and assistance.

Work Environment:

Work is performed under direct supervision of certified Detention Officers or upper-level personnel. Work is performed both indoors with moderate noise level and outdoors with exposure to natural weather conditions. Evening, weekend, and/or holiday work is required. There is constant interaction with inmates and staff. 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
- For more information, contact HR, at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES