

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-82

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Special Operations Lieutenant
OPENING DATE:	December 15, 2025
CLOSING DATE:	December 23, 2025
DEPARTMENT:	Public Safety
SALARY RANGE:	E17; \$82,018 - \$123,027

Position Summary:

Under general supervision of the Police Captain, the Special Operations Lieutenant provides supervision and management to ensure the efficient daily special operations of the Law Enforcement Program. Ensures safety, security, and the preservation of life and property of the Community by maintaining law and order and enforcing laws and ordinances, ensuring all policies and procedures are followed. 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:

- Manages and provides direct supervision to the Police Training Program, FTO, and Special Commission Card Application Program, records and filing system.
- May be delegated the responsibilities and duties of the Field Operations Lieutenant or Police Captain.
- Manages Police Certifications of all Personnel insuring compliance with state and federal entities. Enters training information to the State of New Mexico LEA, ACADIS on-line system, as well as BIA filing systems.
- Conducts performance evaluations of staff, recommends and carries out appropriate/relevant personnel actions.
- Accepts and handles citizen complaints, ensuring accurate information is disseminated.
- Promotes self-responsibility and accountability.
- May administer and maintain the Record Management System (RMS) and other database or electronic reporting systems.
- Reviews staff reports to ensure thoroughness and accuracy.
- Prepares complete investigative packages for court prosecutors as required or needed.
- Testifies in court as required or when necessary.
- Prepares required and/or requested narrative and statistical reports meeting assigned deadlines.
- Assists the Sergeants in developing work and leave schedules for staff.
- Participates in interviewing applicants; makes recommendations to hiring authority for employment decisions.
- May respond to and assume command and control of critical incidents that require management and supervision above the rank of Sergeant.
- Responds to emergency incidents and any other misdemeanor or felonies and secures scene of the crime when required or requested.
- Maintains positive public relations with the community; responds to citizen complaints or refers to appropriate personnel; and ensures accurate information is disseminated to the public.
- Conducts preliminary investigations, gathers evidence, obtains witnesses and makes arrests as required by applicable laws.
- Maintains appropriate documentation on incidents as required by policy and procedures.
- Responds to and assumes command and control of critical incidents that require management and supervision above the rank of Sergeant.
- Ensures that Tribal Sovereignty jurisdictional powers and authority of the department are recognized and observed by other law enforcement agencies.
- Coordinates activities with other public safety agencies as needed, acts as a representative of the pueblos law enforcement program.
- Verifies schedules and documents, proper maintenance of all program vehicles.
- Reviews fleet crashes for avoidable or unavoidable contributing factors.

- Maintains appropriate documentation on incidences as required by policies and procedures; prepares other required statistical and narrative reports.
- Establishes positive working relationships with local, state, regional, and other outside agencies; provides and/or requests assistance as needed.
- Maintains equipment inventory, oversees periodic inspections, and ensures damaged or inoperable items are repaired, replaced, or removed.
- Holds regular staff meetings to communicate departmental activities, programmatic policies, procedures, regulations, guidelines, goals and objectives.
- Coaches, counsels, trains, and models staff to improve effectiveness.
- Maintains required certifications and professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Complies with federal and state mandated physicals and drug/alcohol screening requirements including random testing.
- Conducts performance evaluations of staff, recommends disciplinary actions staff changes or reassignments.
- Improves staff effectiveness by coaching, counseling training and modeling.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains required certifications, professional and technical knowledge by attending relevant training, and workshops, and establishing networks with like program.
- May work extended hours and various schedules, including holidays and weekends.
- Completes mid-level supervisory training within one year of hire.
- Complies with mandated medical physicals, physical fitness assessments, and completes a minimum of forty (40) hours in-service training annually.
- Participates in Police Efficiency Battery (PEB) Assessment on a yearly basis.
- Contributes to a team effort toward accomplishing tasks and achieving 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 eight (8) years that demonstrates the ability to perform the essential duties of the position may be considered.
- Certification by a recognized BIA or New Mexico Law Enforcement Academy required.
- Eight (8) years of Law Enforcement experience.
- Three (3) years of first-line supervision, required.
- CPR First Aid Certification preferred, must obtain within 6 months.
- BIA Supervisory Certification or Mid-Management preferred; must complete mid-level supervisory training within one (1) year of hire.
- Certification in the following preferred or obtain within one year of hire: Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar.
- FEMA/ICS 300, 400 (and prerequisites) Certifications 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 Special Operations 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 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.

- 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: Credit Check	X

Knowledge, Abilities, and Skills:

- Knowledge of traditional form, function, and structure of government and Pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements, including BIA and Pueblo of Laguna Law and Order Code.
- 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 investigation techniques to gather, preserve, and use for criminal convictions.
- Knowledge of CAD, records management, and basic budget management and accounting procedures.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- 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 give and receive orders, follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality, demonstrate high moral character and self-responsibility.
- Ability and skill to integrate training, experience, and common sense to identify potentially dangerous situations, make effective and logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons as well as minimum damage to property.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Ability to prepare accurate reports and present comprehensive and objective oral presentations.
- Skill in computer use, including Word, Excel, and software unique to program.
- Skill in preparing and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.

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; taste and smell. The employee must occasionally lift and/or move 150-200 pounds using appropriate safety procedures. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Must stay in good physical condition to participate in annual Police Physical Efficiency Battery (PEB) Assessment. Physical fitness test 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 where exposure to adverse weather conditions exist. 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. Extended work hours, various schedules, evening, weekend, and/or holiday work is required. Must be on call for emergencies. Interaction with the public is frequent and exposure to potentially dangerous situations is present. Tight time constraints and multiple demands from several people are common. 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 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, 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