PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-77

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: **Detention Officer**
OPENING DATE: **November 10, 2026**
CLOSING DATE: **November 19, 2026**
DEPARTMENT: **Public Safety**
SALARY RANGE: **NE11; $21.52 - $32.28**

Position Summary:
Under direct supervision of the Detention Sergeant, the Detention Officer maintains law and order and provides safety and security to inmates in the Pueblo's Detention Facility. Supervises and controls inmates to prevent disturbances, injuries, and escapes. 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, observes, and controls behavior of inmates in accordance with established policies, procedures, rules, and regulations.
- Prevents disturbances, injuries, and escapes by observing inmate conduct and behavior.
- Maintains discipline and order among prisoners using non-lethal weapons.
- Restrains combative or resistive inmates/detainees to prevent harm to the individual, self, and others.
- Inspects locks, window bars, grills, doors, and gates for evidence of tampering.
- Searches inmates and cells for contraband articles.
- Supervises, controls, and directs inmates in their work assignments.
- Escorts/transports inmates to and from visitation, tribal court, medical appointments, religious services, or other approved activities outside of facility.
- Patrols assigned areas for evidence of prohibited activities, rule infractions, security breaches, and displays of unacceptable behavior. Reports observations immediately to Detention Sergeant or the Warden.
- Processes paperwork for the receiving and incarceration of incoming detainees or inmates.
- Screens visitors for contraband or weapons.
- Serves inmate meals and provides other services as required.
- Monitors, supervises, observes suicidal and escape risk inmates on a consistent basis.
- Conducts regularly scheduled head counts of inmates.
- Performs CPR or administers 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 situations.
- Obtains/maintains required certifications; maintains/enhances technical knowledge by attending relevant training and workshops.
- Contributes to team effort toward accomplishing tasks and achieving results as required.
- Performs other duties as required.

Minimum Qualifications:
- High School Diploma or GED required.
- Must be at least 18 years of age.
- Certification by a recognized Detention Academy preferred. Must obtain BIA Detention Academy Certification within one (1) year of hire.
- One (1) year of Detention Officer work experience preferred.
- ICS 100,200,700 and 800 Certifications preferred. Must obtain within six (6) months of hire.
- First Aid and CPR Certifications required 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 Officer 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:

- 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 applicable laws, regulations, and requirements.
- 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 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 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 to comprehend, retain, and recall facts/information.
- Ability to enforce policies and procedures with due regard for the rights and safety of inmates.
- Skill in use of Word, Excel, Outlook, and programs specific to field.
- Skill and ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve situations.

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 up to 100 pounds using appropriate safety measures. Utilizes approved defensive and offensive tactics with noncompliant or combative individuals.

Work Environment:
Work is performed both indoors with a 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 exposure to potentially dangerous situations is present. 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