

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-25**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Detention Sergeant</b>
<b>OPENING DATE:</b>	<b>April 5, 2018</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Public Safety/Detention Facility</b>
<b>SALARY RANGE:</b>	<b>NE-11; \$32,261 - \$48,381</b>

**Position Summary:**

Under direct supervision of the Detention Warden, the Detention Sergeant provides supervisory guidance and leadership to Detention Officers. Maintains law and order while providing safety and security to inmates in the Pueblo of Laguna's Detention Facility. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values to support Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Performs duties of a Detention Officer; supervises and controls inmates to prevent disturbances, injuries, and escapes; maintains discipline and order using non-lethal weapons if necessary.
- Supervises and coordinates activities of Detention Officers to ensure compliance with established policies, procedures and work standards.
- Conducts roll call of Detention Officers and issues duty assignments. Coordinates work schedules and training for officers.
- Communicates departmental and Detention Facility policies, procedures, regulations, guidelines, goals, and objectives.
- Assists the Detention Warden in the employment interview process and hiring decisions.
- Evaluates performance of direct subordinates; promotes self-responsibility and accountability.
- Assists the Detention Warden with disciplinary actions, staff changes and / or reassignments.
- Issues regular and special equipment to Detention Officers as required.
- Supervises, coordinates, and participates in the development and implementation of community relations and re-entry programs.
- Assists in conducting regular staff meetings to ensure communication among Detention Officers and personnel.
- When required, physically restrains combative or resistive individuals to prevent harm to themselves and others.
- Physically inspects and records findings on 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 and locations.
- Escorts 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 breach, and displays of unacceptable behavior; reports observations immediately to Detention Warden.
- Processes paperwork for the receiving and incarceration of incoming detainees or inmates.
- Screens visitors for contraband or weapons.
- Provides 24-hour supervision and observation of suicidal and escape risk inmates.
- Conducts regularly scheduled head counts of inmates.
- Prepares reports regarding inmate behavior, actions, security breach or other incidents.
- Performs CPR or First Aid as required in the event of medical emergencies.
- Reviews Detention Officer's reports for accuracy and ensures timely submission.
- Ensures Detention Officers are scheduled for and meet all training requirements.
- Coordinates daily transports and requests additional resources as the need arises.
- Completes BIA First Line Supervisory Training within one year of hire.
- Completes Basic Corrections Officer Training Program (BCOTP) within one year of hire if not currently certified through the Indian Police Academy (IPA).
- Contributes to a team effort to accomplish tasks and achieve results.
- Consistently applies the Pueblo's Core and Workforce Values to support Workforce Excellence.
- Performs other duties as required.

## Job Announcement No. 2018-25 Detention Sergeant

### **Minimum Qualifications:**

High School diploma or GED required. One year of experience in Corrections or Detention field required. Must be at least 21 years of age. Certification from a recognized Detention Academy required. CPR and First Aid Certifications preferred; must obtain within six months of hire and maintains throughout employment.

### **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 (HRT) position.

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: Medical, Mental, Physical, and Psychological Evaluation	X

### **Knowledge, Abilities, and Skills:**

- Knowledge of applicable federal, state, county, local and Pueblo 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.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Skill in providing leadership, supervising, training, and evaluating assigned staff.
- Skill in use of Word, Excel, Outlook and programs specific to field.
- 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 factual information in assignment duties.
- 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 independently with minimal supervision and to work under pressure.
- Ability to maintain confidentiality, to demonstrate self-responsibility and accountability.
- Ability to demonstrate moral character and desire to help when dealing with people.
- 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.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**