

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2024-109**

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

**POSITION:** Police / Patrol Officer  
**OPENING DATE:** December 23, 2024  
**CLOSING DATE:** January 2, 2025  
**DEPARTMENT:** Public Safety / Law Enforcement Program  
**SALARY RANGE:** NE; \$66,560 – \$70,616

**Position Summary:**

Under direct supervision of the Sergeant/Patrol, the Police Officer ensures safety, security, and the preservation of life and property of the Community by maintaining law and order and enforcing laws and ordinances. Fosters open and continuous communication and cooperation with residents of Pueblo communities. 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:**

- Patrols assigned areas and addresses any suspicious persons and/or establishments.
- Interviews persons with complaints/inquiries and directs them to proper authorities if needed.
- Conducts routine checks of local businesses, residences, and government agencies.
- Responds to incidents including fire, theft, automobile accidents, robberies, disturbances, and any other misdemeanors or felonies and secures the scene of the crime.
- Conducts preliminary and on-going investigations, gathers evidence, identifies/interviews witnesses, and makes arrests in accordance with applicable laws.
- Detains/restrains individuals using force in accordance with established policies and procedures.
- Performs traffic control and crowd control in various situations and conditions.
- Appears in court to present evidence and/or testimony.
- Promotes communication and cooperation with community members via special events, programs, and positive presence within communities
- Performs transport services as required.
- Serves court papers, warrants, or subpoenas as required.
- Maintains appropriate documentation on incidences; generates required reports.
- Assists at police scenes with other public safety organizations; lends assistance as needed.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains required certifications; maintains and enhances professional and technical knowledge by attending relevant training and workshops.
- Complies with mandated medical physicals, physical fitness assessments, and completes a minimum of 40 hours in-service training annually.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

**Minimum Qualifications:**

Certification by a recognized Law Enforcement Academy required. One (1) year of work experience in the law enforcement field required. CPR/First Aid Certification preferred; must obtain within six (6) months of hire and maintain throughout employment. Standardized Field Sobriety Training (SFST), Intoxilyzer, Radar/Lidar, Firearms, Traffic Crash Investigation, and Crash Reconstruction certifications preferred. FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within six (6) months of hire. Fluency in the Laguna language preferred.

**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/Patrol 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 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 the principles and practices of police/law enforcement.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of law enforcement public relations activities.
- Knowledge of and skill in use of law enforcement equipment, including weapons, communications, computers, and vehicles.
- Knowledge of investigation techniques to gather and preserve evidence.
- Knowledge of the Pueblo's geography, road locations, and reservation boundaries.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills 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 professional relationships with the public, co-workers, and other like agencies.
- 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, to demonstrate high moral character and self-responsibility.
- Ability to adjust to varying work schedules and to the psychological and physical stress of law enforcement work.
- Ability to make intelligent and effective decisions in routine and emergency situations.
- Ability to prepare accurate reports and present detailed and objective oral presentations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
- Ability to comprehend, retain, and recall information.
- Ability to integrate training, experience, and common sense to identify potentially dangerous situations and make effective logical decisions.
- Skill to be persuasive and tactful in controversial situations.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.

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- Skill in exercising the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparation of comprehensive narrative and statistical reports.

**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@pol-nsn.gov](mailto: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 Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**