



Job Title:	Detention Officer	Job Requisition#:	2k16-07-27
Department:	Detention	Status:	Classified
Revised Date:	4/24/2015	Job Code:	7250
Union Code:	Non-represented	Handles Confidential Info:	Yes
		FLSA	NE
	Represented after successful completion of a one year probationary period.		
OPEN DATE:	07-12-2016	Entry Wage:	\$13.2346/hourly
CLOSE DATE:	07-01-2017	Work Schedule:	Varied hours and days of work
NOTES:	Applicants are required to complete a Personal Integrity Questionnaire. Questionnaire is available from the Human Resources Office.		

GENERAL PURPOSE: Under general supervision, performs security work in the supervision, care and custody of inmates; performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma/GED Certificate
- Favorable background and criminal history investigation.

Required Licenses or Certifications:

- Valid New Mexico Driver's License
- Detention/Corrections Certification in the State of New Mexico within specified period of time after hire.

SUPERVISION RECEIVED AND EXERCISED:

Supervisor varies by position; and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In area of assignment:

- Interacts with and observes inmate behavior; performs welfare checks in the pods every thirty minutes checking on inmates safety and looking for activities or situations that could compromise the safety of officers and/or inmates; conducts strip and/or pat search of inmates when necessary or as protocol requires; looks for contraband items in the pods and cells while conducting the walk through; shows presence in the pods in order to provide safety and protection to inmates and other officers; and responds to other officers in the facility whenever a code is called for help due to a fight or an officer needing assistance.
- Serves meals to inmates ensuring that every inmate receives a tray and inmates requiring a special diet receive their proper meal tray; collects trays from pods immediately after meal is completed and returns the used trays to the kitchen.
- Escorts inmates from their assigned areas/pods to various locations as needed including medical appointments, personal visits, legal visits, booking for court, medical runs, religious services and Alcoholics Anonymous meetings.
- Delivers cleaning supplies and equipment to the pods for the pod porters to clean the day rooms and inmates to clean their own cell areas; conducts shakedown of cells and other facility areas, inspecting

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for contraband, weapons, and other items that could be harmful to inmate, staff and the visiting public's safety and security; passes out hygiene and commissary to inmates.

- Assists the medical staff in dispensing medications to the inmates in the pods including letting out one inmate at a time and monitoring their movement, providing safety and security to the medical staff; checks to ensure the inmate has swallowed the medication and no pill hoarding is occurring.
- Observes inmates in the pods, on line of sight (LOS), in detox and holding; makes specific notes of distinctive behavior patterns and odd behavior that could signify abnormal or dangerous behavior.
- Completes daily activities log sheets including documentation of LOS logs for inmates that are under more intense or constant watch for reasons of medical or suicide watch; maintains seg sheets on inmates that are on lockdown for various reasons and performs welfare checks of those inmates and documents inmate activities such as showers, recreation time, phone usage, and anything that the inmate might do; schedules visitations for the inmates families and friends; and works the visitation post that includes meeting and checking in the general public for an inmate visit.
- Performs booking intake and release procedures; takes pictures; searches inmates' criminal history files; inputs fingerprints into the Live-scan machine.
- Operates the master control panel and pod control boards; opens the cell doors and doors into the pods for the floor officer; monitors the floor officer as they conduct the pod checks and serves as second set of eyes for the safety and back up of the officer; answers the telephones in the control room and makes legal calls and bond calls for the inmates as needed; and delivers and receives information from other control rooms.
- Completes a variety of paperwork including booking intake files, booking release paperwork, and processing of court paperwork; conducts facility headcounts ensuring that booking files are completed; completes facility paperwork including daily logs, shakedown reports, pipe chase forms, hairclipper checklist, cleanup checklist, incident reports, inmate disciplinary reports, control room log book and checklist, and staff communication forms.

Required Knowledge of:

- Basic correctional facility operations, rules and regulations pertaining to officers and inmates.
- Methods and techniques used in enforcing discipline over persons under restraint.
- Defense and restraint tactics.
- Standard housekeeping practices.
- Search, transportation, and restraint procedures.
- Suicide prevention and handling of suicidal inmates.
- Report preparation and record keeping.
- Provisions of federal, state, and local legislation pertaining to correctional/detention services; and New Mexico State Statutes, Standards of the American Correctional Association (ACA), and Standards of the American Jail Association (AJA).
- A variety of software packages relevant to the department and assigned work.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Applying correctional center principles, practices, methods, and techniques.
- Applying safety practices for staff, inmates and visitors.
- Obtaining information via interviews and interrogations; and analyzing situations, detecting problems and facts.
- Communicating with individuals in various emotional states, from various backgrounds, and with different educational backgrounds and mental capacities.
- Maintaining a neutral attitude toward all inmates regardless of the reason of their detention.
- Responding to emergencies or stressful situations calmly, quickly and decisively.
- Maintaining accurate and complete records and reports.
- Working with equipment, tools, and materials required in area of assignment.

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- Communicating effectively verbally and in writing; and following written and verbal instructions.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work.

Physical Demands / Work Environment:

- Work is performed in standard detention center and office environments.
- Regularly is exposed to potential physical harm, hazardous chemicals, and infectious disease when working in and/or dealing with inmates in the detention center environment.

I _____(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Employee Signature

Date



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date