



Job Title:	<b>Detention Lieutenant</b>	Job Requisition#:	<b>2k17-04-18</b>
Department:	<b>Detention</b>	Status:	<b>Classified</b>
Revised Date:	<b>3/24/2017</b>	Job Code:	<b>7220</b>
Union:	<b>Non-represented</b>	FLSA Designation:	<b>NE</b>
Frist Day to Apply:	<b>04-17-2017</b>	Handles Confidential Info:	<b>Yes</b>
Last Day to Apply:	<b>05-01-2017</b>	Entry Wage:	<b>\$20.1380/hourly</b>

Hours of Work: **Shift Work/84 hours per pay period; 12 hour shift per day**

**GENERAL PURPOSE:** Under general direction, ensures the care, custody, and control of all inmates, staff, the visiting public, and the facility in assigned area of the Detention Center; supervises staff and inmates; assists all officers in their duties; enforces established rules and policies; trains new staff; and performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associates Degree in Criminal Justice, Law Enforcement, or related field from an accredited institution and three years of demonstrated detention/corrections or law enforcement experience, one year of which is in a supervisory capacity in a County Detention Center **OR** five years of demonstrated detention/corrections or law enforcement experience, one year of which is in a supervisory capacity at a County Detention Center.

**Required Licenses or Certifications:**

Valid New Mexico Driver's License; Detention/Corrections Certification in the State of New Mexico; Must be Certified or have the ability to obtain Crisis Intervention Team (CIT), and Certified Jail Officer (CJO) Certification within twelve months of employment, other licenses and certifications may be required within a specified time period after hire.

**Other Requirements:**

- Must pass a background investigation to include criminal history, employment references, credit history, verification of US citizenship, and pre-employment interview in accordance with Federal Performance-Based Detention Standards (FPBDS) A.9.3.a through e; and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Pre-Employment, 2. Through 6.
- Must pass a pre-employment drug and alcohol screening (FPBDS A.9.3.f) and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Pre-Employment, 7.
- Pre-employment physical (FPBDS A.9.4 and 4-ALDF-7B-04)

**This position is subject to random alcohol and drug testing in accordance with Sandoval County Personnel Rules and Regulations Article XIII Drug and Alcohol Policy and Testing- Drug Free Workplace; and Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES Post-Employment,1.**

**This position is subject to bi-annual background checks in accordance with Sandoval County Detention Center Standard Operating Procedures (SOP) Part 1/C108, Chapter: Personnel, Subject: Employment Process / Background Investigations, PROCEDURES, Post-Employment, 4.; and FPBDS A.9.6 (periodic).**

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Detention Captain and exercises supervision over lower level staff.

## **JOB DESCRIPTION**

### **Detention Lieutenant**

**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:

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff; takes appropriate corrective action when necessary; provides general advice and counsel to staff; assists with and/or develops developmental work plans for staff; recommends corrective actions, discipline, and termination procedures as appropriate/necessary.
- Processes, reviews, and/or completes required paperwork including staffing, schedule set up, completion of data forms, room locaters, restrictive housing status, multiple jurisdictional reports, disciplinary write ups, daily staff paperwork logs, shakedowns, control room check lists, booking paperwork and state tracking numbers, inmate billing costs, and inmate discharge sheets. Utilizes a computer, phone, calculator, cell phone, copier and fax machine to create, review and process required paperwork.
- Completes booking related duties including completing NCIC checks for releases, property placement and retrieval, placement of inmates, relocation of inmates, monitoring and screening new intakes, assisting in the booking process, purging files, and performing initial classification of new inmates reviewed by the Captain. Provides inmate management by monitoring and evaluating unit climate, inmate interaction and morale; completes facility welfare checks and inspections of common areas and control rooms including walking through the pods ensuring supervisor presence, inspections of pod areas and living quarters ensuring all areas of the facility are in compliance with the Sandoval County Detention Inmate Handbook and Standard Operating Procedures (SOP); conducts welfare inspections of control rooms, attorney and conference rooms, library, legal library, kitchen and laundry rooms; and monitors officer and inmate movement from master control ensuring a safe and secure facility.
- Oversees the daily interactions between officers and inmates; responds to facility related questions; monitors and oversees the transportation of inmates throughout the facility; uses investigative skills and techniques while interacting with inmates to ensure that care, custody, and control is maintained; ensures officers have the necessary training and have the opportunity to learn different posts throughout the facility in order to expand their knowledge and capabilities; identifies and resolves issues in the pod areas pertaining to inmates; conducts daily officer briefings to ensure officers and staff are up to date regarding previous and/or on-going issues and incidents that have taken place inside the facility; and serves progressive disciplinary write ups to officers as needed.
- Climbs up and down stairs to cell blocks to perform inspections, inmate welfare checks, pod checks and/or to respond to emergencies, as necessary.
- Performs self-defense tactics and inmate restraint/ take downs, as necessary; utilizes pepper spray, as necessary; evacuates inmates and oneself in an emergency. Utilizes and cares for firearms, as required.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.
- Shift work. Performs work on any assigned shift during weekdays, weekends, and holidays.
- Works mandatory overtime, as required.
- Performs related duties as assigned.

#### **Required Knowledge of:**

- Correctional facility operations, rules and regulations pertaining to officers and inmates.
- The social sciences as they relate to public safety and law enforcement.
- Methods and techniques used in enforcing discipline over persons under restraint.
- Use and care of firearms, if required.
- Defense and restraint tactics.

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- Search, transportation, and restraint procedures.
- Suicide prevention and handling of suicidal inmates.
- Report preparation and record keeping.
- Basic training techniques and methods.
- 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), Federal Performance-Based Detention Standards and New Mexico Adult Professional Standards.
- 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.
- Principles of supervision, training, and performance evaluation.

#### **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.
- Caring for and using firearms, if required, motor vehicles, and communication equipment.
- Communicating with individuals in various emotional states, from various backgrounds, and with different educational backgrounds and mental capacities.
- Responding to emergencies or stressful situations calmly, quickly and decisively.
- Resolving conflicts.
- Maintaining accurate and complete records and reports.
- Conducting training associated with assigned area of responsibility.
- Working with equipment, tools, and materials required in area of assignment.
- 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 and in compiling and preparing spreadsheets.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks and authority.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office/detention center environment.
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; stooping, and lifting books or files of approximately 25 pounds or less; performing self-defense tactics and inmate restraint or take downs, as necessary; utilizing pepper spray, as necessary; evacuating inmates and oneself in an emergency.
- Work requires climbing up and down stairs to cell blocks to perform inspections, inmate welfare checks, pod checks and/or to respond to emergencies
- Work requires visual and hearing acuity sufficient to perform essential and supplemental duties and to safely interact with inmates.
- Work regularly involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a radio, phone, calculator, cell phone, copier or fax machine.
- Occasionally may be exposed to potential physical harm and/or infectious disease when dealing with inmates in the detention center environment.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.

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- Shift work. Work is performed on any assigned shift during weekdays, weekends, and holidays.
- Mandatory Overtime work may be required on a frequent basis.

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 and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

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



HRD.26- 2015

**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