



Job Title:	<b>Detention Classification Specialist</b>	Job Requisition	<b>2K17-10-50</b>
Department:	<b>Detention</b>	Status:	<b>Classified</b>
Date created:	<b>5/24/2017</b>	Class Code:	<b>7240</b>
Union:	<b>Represented</b>	FLSA Status:	<b>NE</b>
First Day to Apply:	<b>10/6/2017</b>	Handles Confidential Info:	<b>Yes</b>
Last Day to Apply:	<b>Until Filled</b>	Work Schedule:	<b>M-F/ 8-5 (May Work Mandatory OT)</b>
		Entry Wage:	<b>\$14.96</b>

**New Hires become Represented after successful completion of a one year trial probationary period.**

**GENERAL PURPOSE:** Under general supervision, responsible for the intake, initial interview and risk assessment of inmates at the Sandoval County Detention Center (SCDC); reviews history and prior records to determine security level required to initially classify and periodically reclassify inmates into appropriate housing levels within the facility in accordance with American Correctional Association, (ACA) standards, SCDC Standard Operating Procedures (SOPs) and pertinent state, federal, rules, regulations, statutes; conducts P.R.E.A. orientation to ensure inmates are informed of rules and regulations, vulnerability screening to identify appropriate classification and housing of inmates; and conducts inmate disciplinary hearings and issues appropriate disciplinary sanctions in accordance with SCDC Standard Operating Procedures (SOPs) and applicable law. Maintains and provides for the care, custody, and control of the facility and all inmates, staff, and the visiting public in assigned area of the Detention Center; assists other officers in their duties; enforces established rules and policies; and performs other duties as assigned. This position requires the handling of confidential and sensitive information and documents.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma/GED Certificate from an accredited institution and two years of demonstrated detention/corrections experience that provides the individual with a broad knowledge of detention facility operations. Experience performing inmate classification is desirable; bilingual in English and Spanish preferred.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License

**Within one (1) year of hire must obtain the following certifications:**

- Detention/Corrections Certification in the State of New Mexico.
- Certified or have the ability to obtain Certified Jail Officer (CJO) Certification
- CPR/First Aid/AED
- Crisis Intervention Team Certification
- Mental Health First Aid

**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

## **JOB DESCRIPTION**

### **Detention Classification Specialist**

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)
- Must pass a Defensive Tactics Class

**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 Operations Captain 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.*

- Conducts initial interviews with inmates; review prior history of detention or arrest; reviews confidential and highly sensitive documents from other facilities or prisons as required; assesses level of security needed within the detention center; prepares, maintains and updates inmate files, consulting with other department staff and outside professionals as needed to ensure the proper care and processing of inmates and their records is accomplished.
- Reviews security check forms and obtains legal and personal information to determine appropriate classification of inmates; conducts a security risk assessment; processes or makes referrals to medical or psychological services as appropriate.
- Conducts periodic reviews and reclassification of inmates utilizing approved methods to ensure inmates are appropriately assigned or reassigned, as necessary. **Reviews require climbing up and down stairs to cell blocks to monitor inmates for the purposes of classification, reclassification and/or to respond to emergencies.**
- Reviews classification decisions with supervisor and consults with appropriate staff so all phases of the classification process are monitored to ensure compliance with applicable rules and regulations.
- Conducts inmate orientation to ensure inmates are educated regarding SCDC rules, regulations and rights for incarcerated individuals; including disciplinary and grievance procedures, reporting sexual conduct or harassment while incarcerated, and access to medical and mental health care.
- Reviews and maintains information relating to inmates' criminal history, educational and employment records, court dispositions including condition of release orders, and judgment and sentence orders.
- Provides information to families or other designated individuals regarding community services and judicial detention, sentence and release issues.
- Reviews and responds to inmate grievances as it relates to the classification process; write reports and makes recommendations to the court as needed.
- Documents case management process; maintains case notes and complete records, forms and reports; prepares case file reports for periodic classification review and makes recommendations when appropriate.
- Enters, files, updates and maintains all documentation and information related to the classification, orientation or reclassification of inmates; discipline of inmates or inmate grievances in the SCDC Inmate Master File and the Jail Management System for Data Collection. All records must be complete, organized and readily available for audit review.

## **JOB DESCRIPTION**

### **Detention Classification Specialist**

- 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.
- Assists in monitoring security of inmates to ensure security precautions are being met.
- Performs related duties as assigned.
- Shift work. Performs work on any assigned shift during weekdays, weekends, and holidays.
- Works mandatory overtime, as required.

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

- Correctional facility operations, rules and regulations pertaining to officers and inmates.
- Social, economic, cultural and physical factors and of their impact upon correctional programming.
- Operation of the court system and other service disciplines that typically interact with corrections, (i.e., probation, district attorney, public defender, law enforcement agencies).
- Principles and procedures of inmate classification (e.g., custody designation, custody level, specialized housing, program assignments) to provide a systematic process for the programming, housing custody designation and assignment decisions used in the safe and secure management of inmates.
- Methods and techniques of determining security level required for individuals and the principles and practices governing inmates' rights.
- Methods used to manage and discipline inmates to ensure due process rights are afforded and procedural requirements are in compliance with departmental procedures as well as State laws and SCDC Policies.
- Various prison and street gangs, gang behavior and the threat of gang action in an institutional setting in order to designate inmate programming, housing and assignments and maintain orderly operation of the facility and the safety of staff, inmates and the public.
- Judicial and administrative procedures applicable to inmate processing to provide a recommendation for appropriate inmate program/housing status.
- The Prison Rape Elimination Act (PREA) Standards and compliance.
- Basic knowledge of the range of normal and abnormal human behavior in order to designate inmate programming, housing assignments and special needs or accommodations.
- Occupational Safety and Health Act (OSHA) standards
- Methods and techniques used in enforcing discipline over persons under restraint.
- Defense and restraint tactics.
- 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.

#### **Required Skill in:**

- Applying correctional center principles, practices, methods, and techniques.
- Applying correctional classification standards for the appropriate security and housing of inmates.
- Interviewing and evaluating inmates for program eligibility and the ability to interpret court documents.
- Applying safety practices for staff, inmates and visitors.

## **JOB DESCRIPTION**

### **Detention Classification Specialist**

- Conducting interviews, analyzing situations, detecting problems and gathering factual information to effectively obtain and communicate information needed to ensure inmate and officer safety.
- Working with equipment, tools, and materials required in area of assignment; caring for and properly using fire arms, if assigned, motor vehicles, and communication equipment.
- Communicating with individuals in various emotional states, from various backgrounds, and with different educational backgrounds and mental capacities; resolving conflicts safely and effectively.

Analyzing hazardous situations in a rational, mature and confident manner and to act effectively; remaining calm and effective under stressful situations; responding to emergencies or stressful situations calmly, quickly and decisively.

Preparing, organizing, tracking and maintaining accurate and complete records and reports; maintaining confidentiality and proper processing and handling of highly sensitive documents and information. Skill in the use of computers to generate reports and maintain records.

- Conducting training associated with assigned area of responsibility.
- Communicating in an effective and understandable manner both verbally and in writing; and accurately following written and verbal instructions.
- Establishing and maintaining effective and professional 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.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Analyzing problems, identifying alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.

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

- Work is performed in a standard office/detention center environment.
- Essential and supplemental functions require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; stooping, and lifting items of approximately 50 pounds or less; running a minimum of one half mile to respond to calls for assistance; performing self-defense tactics and inmate 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 monitor inmates for the purposes of classification, reclassification 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 frequently involves periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, cell phone, radio, copier or fax machine.
- May be exposed to potential physical harm and/or infectious disease when dealing with aggressive or violent inmates, or inmates with medical and mental health issues.
- May handle first aid equipment, an automatic external defibrillator (AED) or oxygen, when necessary.
- Occasionally may be exposed to chemicals used for cleaning.
- Occasionally may be exposed to OC (pepper) spray utilized as a defensive tactic.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.
- Shift work. Work is performed on any assigned shift during weekdays, weekends, and holidays.
- Mandatory Overtime work may be required on a frequent basis.

**JOB DESCRIPTION**  
**Detention Classification Specialist**

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**



**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