



Job Title:	Detention Center Captain	Job Requisitions:	2K17-10-52
Department:	Detention	Status:	Classified
Created Date:	9/28/2017	Job Code:	7130
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	10/6/2017	FLSA:	E
Last Day to Apply:	Until Filled	Work Schedule:	Shift Work
		Entry Wage:	\$25.1496

GENERAL PURPOSE: Under general direction, supervises, oversees, and maintains the staffing levels of the detention facility at an adequate, safe and secure staffing level; assists the line supervisor with sound decisions affecting the operation of the facility; and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates Degree in Criminal Justice, Law Enforcement, Business Administration, or related field and five years of demonstrated detention/corrections or law enforcement experience, two years of which are in a supervisory capacity that includes demonstrated experience and responsibility in staff supervision, personnel matters, court related issues, security, prisoner conflict resolution, and training; preferably in an adult detention facility OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Valid New Mexico Driver's License; Detention/Corrections Certification in the State of New Mexico and other licenses and certifications may be required within a specified time period after hire.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Deputy Director, Detention Center Administrative Services and exercises supervision over lower level staff.

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 in accordance with (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 Working Place: and Sandoval County Detention Center Standard Operating Procedures (SOP) Party 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).

JOB DESCRIPTION

Detention Center Captain

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.*

- 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; provides general advice and counsel to staff; assists with and/or develops developmental work plans for staff; and recommends corrective actions, discipline and termination procedures as appropriate/necessary.
- Coordinates and oversees the services related to the custody and security of inmates including inmate intake and release, housing of inmates, inmate internal discipline, inmate uniform and bedding supplies; ensures the proper entry, incarceration, and safety of persons committed to the Detention Center, as well as staff and the general public.
- Directs, trains, and instructs subordinates as to the standard operating procedures of the facility; conducts shift bids and shift placements of officers under ninety days of employment.
- Conducts rounds of housing areas checking for maintenance problems, cleanliness of housing units and inmate cells, violations of the inmate rules and regulations handbook; briefs key staff members on serious and sensitive matters and attends staff meetings to coordinate efforts of all organizational units at the Detention Center; ensures that all custody and security issues or incidents are properly documented by security staff; provides appropriate instructions to staff members on personal or facility problems.
- Works from prescribed policies and procedures, training and background, to ensure the proper maintenance of all files and records; prepares necessary personnel reports on new and experienced personnel, including any disciplinary actions or counseling as well as preliminary and internal affairs investigations.
- Trains and instructs subordinates related to standards of performance, discipline, safety, and methods with respect to Standard Operating Procedure (SOP) of the facility.
- Orders inmate uniforms and bedding supplies as needed; maintains accurate and complete records and files; prepares various personnel and other required reports.
- Oversees and coordinates the internal inmate disciplinary process; reviews inmate files, as necessary, or as a precaution in dealing with problematic situations; and authorizes the removal of prisoners to appropriate security level to ensure proper classification of inmates at all times.
- Serves as a member of the facility Critical Incident Unit Team; responds to emergency situations in the facility to maintain the safety and security of inmates, officers and the general public; assumes "on call" administrator duties on a regular rotating schedule and assists the line supervisor when needed
- Work is performed on any assigned shift during weekdays, weekends, and holidays.
- Work time beyond an assigned shift may be required on a frequent basis.
- Performs related duties as assigned.

Required Knowledge of:

- Current standards and principles for the safe and compliant administration of correctional facilities
- Applicable Federal, State and County laws, statutes, regulations and ordinances
- Operational characteristics, services, and activities of administrative and operational services functions within a correctional/detention center, including business/industry principles and practices related to work assigned.
- Sound detention principles and practices and the concepts of community services and facilities for adults.
- Conflict Resolution.
- Standard OSHA Housekeeping practices
- Search, transportation, and restraint procedures.
- Suicide prevention and handling of suicidal inmates.

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- Implementation of emergency plans and emergency situation assessment.
- Supervision of Inmates; and search, transportation, and restraint procedures.
- State and national adult correction codes and court systems.
- 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.
- Research methods and report presentation.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- 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.
- Coordinating and performing a variety of assigned human resources functions.
- Analyzing situations, detecting problems and facts.
- Applying safety practices for staff, inmates and visitors.
- Coordinating or assisting with recruiting activities and administering recruitment programs.
- Responding to emergencies or stressful situations calmly, quickly, and decisively.
- Dealing impartially with individuals of various socioeconomic, ethnic and cultural backgrounds.
- Resolving conflicts.
- Conducting training associated with assigned area of responsibility.
- Maintaining accurate and complete records and reports.
- Developing and conducting training programs associated with assigned area of responsibility.
- Working with equipment, tools, and materials required in area of assignment.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- 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 and creating and maintaining accurate and secure records.
- 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.
- Work time beyond an assigned shift 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



**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