



Job Title:	Detention Sergeant	Requisition Number:	2k18-4-25
Department:	Detention	Status:	Classified
Revised Date:	3/09/2018	Class Code:	7210
Union:	Represented	FLSA Status:	NE
First Day to Apply:	04/30/2018	Handles Confidential Info:	Yes
Last Day to Apply:	Until Filled	Entry Wage:	\$18.38

New Hires become Represented after successful completion of a one year trial probationary period.
ALL DETENTION APPLICANTS MUST COMPLETE THE PERSONAL INTEGRITY QUESTIONNAIRE

GENERAL PURPOSE: Under general supervision, 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; supervises staff and functions related to assigned shift and location; assists other officers in their duties; enforces established rules and policies; and performs other duties as assigned.

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 various posts and assignments within a detention facility

Required Licenses or Certifications:

- Valid New Mexico Driver's License
- Detention/Corrections Certification in the State of New Mexico.
- Certified or have the ability to obtain Certified Jail Officer (CJO) Certification within twelve months of employment.

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.

JOB DESCRIPTION

Detention Sergeant

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 Lieutenant and exercises 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:

- 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; 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.
- Develops and provides a daily schedule for assigned shift and ensures that all officers are utilized appropriately, all posts are covered, or assigned as needed; logs and completes all disciplinary related infractions from officers; reviews and signs off on incident reports written and submitted by officers on detainees not in compliance with rules and regulations; completes state required tracking numbers and billing costs; reviews discharge paperwork prior to release to ensure accuracy of data; reviews data forms, lock down reports, detainee lock down status, multi-jurisdiction, movement logs, room locators, detainee files, and signs off on all completed files; corrects or finalizes incomplete files; ensures booking area is supplied with appropriate paperwork, forms, and equipment; ensures areas are well stocked or orders supplies as needed.
- Completes booking related duties including completing NCIC checks for releases, placement, detainee's classification upon booking, keeping in mind their safety at all times; monitors and screens new intakes; checks to make sure medical attention is needed, and if so, provides appropriate medical assistance; purges files; communicates with various law enforcement agencies regarding detainees.
- 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; performs shakedown during walkthroughs to ensure the safety of officers, detainees, and the visiting public. Climbs up and down stairs to cell blocks to perform inspections, inmate welfare checks, pod checks and/or to respond to emergencies, as necessary.
- Interacts on a regular basis with officers and detainees; responds to facility related questions; monitors and oversees the transportation of inmates throughout the facility for protected custody, ensuring custody and control at all times; identifies and resolves issues in the pod areas pertaining to inmates; conducts daily officer briefings to ensure officers are up to date regarding previous and/or on-going issues and incidents; serves progressive disciplinary write ups to officers as needed; maintains accurate and complete logs and records; provides escorts to civilians who visit the secured areas in facility; and ensures officers have the necessary training and have the opportunity to learn different posts throughout the facility in order to expand their knowledge.
- 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.

JOB DESCRIPTION

Detention Sergeant

- 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.
- 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.
- 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 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.
- 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.
- 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

JOB DESCRIPTION
Detention Sergeant

- 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.
- 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