



Job Title:	Transport Lieutenant	Requisition Number:	2K18-8-60
Department:	Detention	Status:	Classified
Revised Date:	8/10/2018	Job Code:	7300
Union:	Non-represented	FLSA Designation:	Non Exempt
First Day to Apply:	8/10/2018	Handles Confidential Info:	Yes
Last Day to Apply:	9/4/2018	Entry Wage	DOE \$20.13-\$22.65
Number of Vacancies	1	Work Schedule	Various Days and Hours

GENERAL PURPOSE: Under general direction, ensures safe and secure transport operations and functions for the Sandoval County Detention Center; ensures the secure and timely transport of inmates to a variety of outside appointments; assists officers in their duties; enforces established rules and policies; trains 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 plus one year in a lead or supervisory capacity; preferably in an adult detention facility; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Valid New Mexico Driver's License
- Successful completion of Defensive Driving Training obtained within the first 90 days of employment
- Detention/Corrections Certification in the State of New Mexico obtained within the first 90 days of employment.
- Firearms Certification (handgun and shotgun) obtained within the first 90 days of employment.
- Other licenses and certifications may be required within a specified time period after hire.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Administrative Captain 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.*

- 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 and takes appropriate corrective action when necessary; 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.

JOB DESCRIPTION

Transport Lieutenant

- Manages and supervises the transport operations of the Detention Center; supervises transport staff to ensure duties are performed according to standards and protocols and ensures the safety and welfare of staff, inmates, and the visiting public.
- Manages and coordinates the maintenance and repair of all Detention Center vehicles and equipment; coordinates the purchasing and bidding process for new vehicles, ensures security devices are in place and operational; inspects vehicles; schedules maintenance, including preventative maintenance; tracks pertinent vehicle information; and prepares vehicles for salvage.
- Supervises, schedules, and conducts the transportation of inmates to various locations outside the facility as needed or directed; ensures that all transports are accomplished in a safe, secure manner for both officers and inmates; ensures that transport officers have functional vehicles, weapons, equipment and training.
- Provides necessary training to permanent and reserve officers in transport duties, court security, and hospital duties; prepares and/or reviews necessary personnel reports on new and experienced personnel; and evaluates personnel for fitness for duty or if ill, determines if it may be hazardous to the operation.
- Tracks all state and federal transports through transport logs; tracks all federal transports completing billing forms and providing Finance with a monthly billing for the US Marshal's Service.
- Assists on promotion, hiring, transport, and reserve boards; assists line supervisor with NCIC checks; provides finger printing for the public; and provides book and releases for all Courts.
- Attends seminars and meetings and related sessions for the advancement of techniques, methods, and procedures; and meets with subordinates to update them on any new policies or changes that have occurred.
- Maintains a constant awareness of inherent dangers in dealing with inmates; reviews inmate files as necessary, or as a precaution in dealing with them as individuals; and reports on and takes appropriate action for any liability condition found within the facility; and authorizes the removal of prisoners to various types of security depending on the situation to ensure proper classification of inmates at all times.
- Performs related duties, as required.

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.
- Defense and restraint tactics.
- Search, transportation, and restraint procedures.
- Vehicle maintenance and scheduling.
- Driver safety, decision making, and prioritizing.
- All applicable traffic laws and regulations.
- Sandoval County and regional geography, including streets and roadways.
- Safety procedures and guidelines associated with assigned work.
- Suicide prevention and handling of suicidal inmates.
- Report preparation and record keeping.
- Basic training techniques and methods; and curriculum development.
- 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.
- Principles of supervision, training, and performance evaluation.

JOB DESCRIPTION

Transport Lieutenant

- Principles of training and adult learning theory

Required Skill in:

- Applying correctional center principles, practices, methods, and techniques.
- Applying safety practices for staff, inmates and visitors.
- Caring for and using firearms, motor vehicles, and communication equipment.
- Operating and driving safely to and from assigned appointments.
- Coordinating and maintaining vehicle maintenance and repairs.
- Reading and understanding vehicle, equipment, and firearms manuals; including repair manuals.
- Communicating with individuals in various emotional states, from various backgrounds, and with different educational backgrounds and mental capacities.
- Conducting training and instruction associated with assigned area of responsibility.
- Responding to emergencies or stressful situations calmly, quickly and decisively.
- Resolving conflicts.
- Maintaining accurate and complete records and reports.
- 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, climbing stairs, bending, stooping, and lifting books or files of approximately 25 pounds or less.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, radio, cell phone, calculator, 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 or when transporting inmates.
- Operates a County vehicle as necessary to perform transport/related job duties; and to attend meetings, training, etc.

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