



San Miguel County

Human Resource Office

Eileen Sedillo, Director

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SAN MIGUEL COUNTY DETENTION CENTER

DETENTION LIEUTENANT

IN-HOUSE ADVERTISEMENT

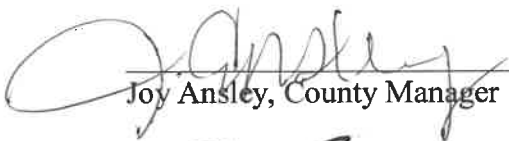
Range 37: Salary: \$43,007.00 - \$53,759.00

Status: Non-exempt

DEFINITION:

Under the direction of the Warden and Deputy Warden of the San Miguel County Detention Center. The Detention Lieutenant manages the Correctional Custody, Security and Operational Program of the Detention Center, including personnel, program, and operational procedures implementation. Must be able to command loyalty, respect, and obedience and to inspire confidence of subordinates and inmates; to plan training; to enforce regulations with fairness, tact, and impartiality; prepare comprehensive reports, to act quickly in emergency situations and all duties as listed on the Detention Lieutenant Job Description.

If you are interested you must submit a letter of interest attached with your resume to the Human Resource Office no later than Monday, May 20, 2024. A copy of the job description may also be picked up at the Human Resource Office.


Joy Ansley, County Manager

5.7.24
Date


Eileen Sedillo, Human Resource Director

5.7.2024
Date



San Miguel County

DETENTION CENTER DETENTION LIEUTENANT JOB DESCRIPTION

Status: Full-Time Position
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES:

Under direction of the Deputy Warden and Warden, this position manages the correctional custody, security and operational program of the detention center, including personnel, programs, and operational procedure implementation. Performs a variety of work as assigned in a wide range of areas focused on supervision of staff and inmates, ensures that Detention Sergeants and Officers are providing security, safety, health, and care of inmates confined in the Detention Center. Other tasks normally performed by a Detention Lieutenant may also be assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages the correctional custody, security and operational programs of the detention center in accordance with the policies and procedures of the detention center and in accordance with the New Mexico adult detention professional standards;
- Performs administrative duties as required and assigned;
- Must learn, understand and be able to facilitate all the duties under Direct Supervision protocols;
- Supervises and maintains adequate staffing of detention personnel, responsible for timesheets and leave approvals;
- Supervises and maintains the security and safety of the jail; supervision of the booking and release of inmates; supervises inmate work details and provides supervision during meals; conducts cell searches and head counts; transports and escorts inmates; and facilitates the movement of inmates throughout the facility;
- Provides administrative oversight to all facility support service area; including but not limited to, food service, maintenance/physical plant; school/community; work detail areas; laundry, medical and mental health areas; and all custody/programming areas; including disciplinary, grievance areas; including fire safety, caustic control, loss control, housekeeping and sanitation areas;
- Responsible oversight of training Officers on job duties under his or her supervision; ensures all work is completed appropriately and safely; performs employee evaluations; recommends disciplinary action to the Warden; supervises and monitors work duties for areas of responsibility and/or assignment; conducts briefings with staff; addresses operational issues in areas of responsibility and/or assignment;
- Responsible for the supervision of assigned Detention Sergeants and Officers; trains, motivates and evaluates personnel; recommends training to the Warden; works with employees to correct deficiencies; recommends disciplinary action and implements discipline;
- Administers first aid when necessary and refers detainees to the attention of the medical staff as necessary;
- Processes and administers all inmate requests and grievances;
- Reviews all facility admittances, releases and incident reports from assigned staff for accuracy, completeness, proper grammar, punctuation, and spelling;

- Conducts investigations and facilitates disciplinary process of inmate rule violations;
- Conducts investigations of staff and reports findings with recommendations to the Warden;
- Completes reports and performs other duties as assigned by the Warden;
- Supervises and monitors and patrols security of designated areas of the facility and controls traffic to and from specific areas; reports and documents any unusual conditions of potential disorder; and performs counts according to policy and directives;
- Facilitates Specialty Teams as assigned by Deputy Warden and Warden;
- Instructs in service training and education of staff as assigned by Deputy Warden or Warden;
- At the discretion of management and based on facility needs, this position shall be assigned to a shift schedule as necessary.

SUPERVISION:

Works under the direction of the Deputy Warden, Warden

SUPERVISORY RESPONSIBILITIES:

Supervises Detention Sergeants, Detention Officers, Civilian Staff and Volunteers

EDUCATION, CERTIFICATION AND EXPERIENCE:

High school graduate or equivalent; and any combination of college education and experience in a detention facility or correctional institute dealing with the adjudication and incarceration of individuals in a confined and controlled environment; totaling at least three (3) years of full time work experience. Two (2) of those years must have been in a supervisory capacity of Sergeant or above. Must have the ability to work with people and work under pressure; must be able to pass a drug screen, physical examination, written examination, oral review board and clear a background check that may involve fingerprinting; must have a valid New Mexico Driver's License. Must have or have the ability to obtain Certification as a Certified Jail Officer through the Jail Manager Certification Commission within 12 months of employment.

LANGUAGE SKILLS:

The skill to read, analyze and interpret law enforcement and judicial records, documents; the skill to logically and effectively present information both orally and in writing and respond to questions from supervisors, peers, professionals, inmates and the general public.

KNOWLEDGE:

Knowledge of applying detention operations, services and activities; knowledge of adult detention professional standards, policies and procedures, Prison Rape Elimination Act (PREA) standards; and comprehensive detention programs; laws, regulations and procedures applicable to the operation of holding facilities. Knowledge of victim's rights; NCIC, AFIS, and Offender Management Systems; Federal, State, and local laws; law enforcement agencies; their functions, jurisdiction, and procedural and operational relationship to detention. Knowledge of applying fiscal budget principles and practices within a detention setting; use of modern supervisory training and evaluation methods, theories, practices, and investigative procedures. Knowledge of computer equipment and software for spreadsheets and databases: statistical analysis, reach methods and report presentation.

ABILITY:

Ability to establish and maintain effective working relationships and analyze problems and identify appropriate solutions and project consequences of proposed actions and ability provide strategies in support of detention center and county goals. Ability to make sound judgments and use discretion in applying and interpreting policies and procedures and in planning, assigning, directing, and evaluating the work of employees; and to use logical and creative thought processes to

develop written specifications and/or oral instructions. Ability to provide leadership, and manage and supervise a 24-hour detention facility; the ability to comprehend and make inferences from material written in the English language; to listen and communicate clearly and concisely, both orally and in writing; to recall visual details; to investigate incidents; and to interact effectively with individuals of varied social, economic, cultural and ethnic backgrounds. Ability to learn and perform first aid and Cardio Pulmonary Resuscitation (CPR) procedures; recognize unusual medical, physical, or mental conditions of inmates; learn the use and care of non-lethal weapons; and restraint and self-defense tactics; when required, use sufficient and appropriate physical force.

PHYSICAL DEMANDS:

The work requires considerable and strenuous physical exertion, such as frequent climbing; lifting objects over 50 pounds; crouching or crawling in restricted areas; and defending oneself or others from physical attack. Heavy physical demands are involved when circumstances with the facility require intervention with inmates; including reacting quickly and effectively to physical confrontations and emergencies; Qualify with and safely use department approved nonlethal defensive weapons; wear required uniform articles and protective equipment for extended periods; work in confined spaces for prolonged periods; see clearly and recall visual details; speak clearly. May be exposed to potential physical harm and/or infectious disease when dealing with aggressive or violent inmates, or inmates with medical or mental health issues. Occasionally may be exposed to chemicals used for cleaning and to oleoresin capsicum (OC) spray utilized as a defensive tactic.

WORK ENVIRONMENT:

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions. Will be required to work odd hours, overtime shifts, holidays and weekends; mandatory overtime work may be required on a frequent basis. Operates a county vehicle as necessary to attend meetings, training and perform related job duties.

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS: October 8, 2019


SAN MIGUEL COUNTY MANAGER

10/8/19
DATE


HUMAN RESOURCE DIRECTOR

10.8.19
DATE


WARDEN

10-8-19
DATE

EMPLOYEE

DATE