



San Miguel County

Human Resource Office

Eileen Sedillo, Director

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EMPLOYMENT OPPORTUNITY

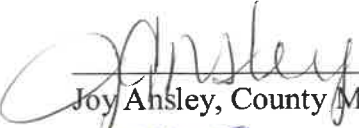
San Miguel County is accepting applications for the position of **Detention Transport Officer** with the San Miguel County Detention Center. Under the direction of the Warden, Deputy Warden, Lieutenant and Sergeant this individual is responsible for the transportation of inmates incarcerated in the San Miguel County Detention Center to local and out of County court hearings, to other detention facilities and to medical and behavioral health facilities. Responsible for maintaining custody and control of inmates incarcerated in San Miguel County Detention Center. Responsible for enforcement of laws, correctional standards and regulations and departmental policies and procedures that apply to adult detention, and performs all other responsibilities and duties listed on the Job Description.

Salary Range (23) **\$30,437.00 - \$38,047.00**

Status: Full Time Position

Deadline for Applications: **October 25, 2024**

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or you may obtain one on the San Miguel County website at co.sanmiguel.nm.us San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.



Joy Ansley, County Manager

10.16.24
Date



Eileen Sedillo, Human Resource Director

10.16.2024
Date

Published: _____, 2024



San Miguel County

DETENTION CENTER DETENTION TRANSPORT OFFICER / DETENTION OFFICER JOB DESCRIPTION

CORRECTIONS POSITION RANGE I

Salary: \$22,000.00 - \$28,000.00
Status: Full Time Position
FLSA: Non-Exempt
This is a represented position

GENERAL STATEMENT OF DUTIES:

Under the direction of the Warden, Deputy Warden, Lieutenant and Sergeant, this individual is responsible for the transportation of inmates incarcerated in the San Miguel County Detention Center (SMCDC) to local and out of County court hearings, to other detention facilities and to medical and behavioral health facilities. Responsible for maintaining custody and control of inmates incarcerated in SMCDC. Responsible for enforcement of laws, correctional standards and regulations and departmental policies and procedures that apply to adult detention, and performs related duties as assigned.

RESPONSIBILITIES AND DUTIES:

- Responsible to transport inmates to court and medical appointments; supervise inmates on hospital watch and to supervise inmate work details.
- Interact with and observe inmate behavior on a regular basis; check on inmates safety and look for activities or situations that could compromise the safety of officers, inmates, court staff, medical office staff and civilians; conducts walk through and shows presence in court house, court room, medical offices, hospital and any other offsite facility, in order to provide safety and protection to inmates and staff; and responds and assists other officers in the detention center whenever necessary.
- Escorts inmates to various locations as needed including medical appointments, personal visits, legal visits, court, religious services, educational and therapeutic programs.
- Performs pre and post vehicle inspections and performs vehicle searches for contraband before and after each trip.
- Responsible for maintaining complete control of transport vehicle at all times, obey all traffic laws and obey all posted traffic signs while exercising extreme caution when negotiating a steep grade or driving in inclement weather.
- Performs self-defense tactics and inmate restraint and take downs as necessary; utilizes pepper spray as necessary and evacuates inmates and oneself in emergencies.
- Serves meals to inmates ensuring that every inmate who returns to the facility from a transport who has missed a regular schedule meal receives a meal tray or sack lunch.
- Responsible for the maintenance and cleanliness of all SMCDC transport vehicles.
- Conducts searches for contraband, weapons and other items that could be harmful to inmate, staff and visiting public's safety and security.
- Observes inmates at all times while on transport; makes specific notes of distinctive behavior patterns and odd behaviors that could signify abnormal or dangerous behavior; ensures continuous monitoring of inmates and maintaining line of sight supervision.
- Assists medical staff in distribution of medications to the inmates prior to or upon return from a scheduled transport.
- Completes daily vehicle inspection and maintenance logs.

- Completes daily inmate transport and activity logs sheets including documentation of all inmates transported, location of transport, times of transport and all activities during transport.
- Performs searching, booking, intake and releasing procedures.
- Operates and maintains inmate transport vans, SUVs, or other vehicles as assigned.
- Implements, maintains and monitors the SMCDC Global Positioning System (GPS) program for pretrial and sentenced individuals.
- Participates in the inmate goodtime committee.
- Monitors facility cameras for safety of inmates and staff and controlled door operation.
- Maintains key, cuff and tool accountability procedures.
- Completes a variety of paperwork including but not limited to, booking intake files, releasing paperwork, processing court paperwork; ensuring that booking files are complete; ensuring that all required legal documents are obtained from courts and arresting agencies; conducts facility headcounts, completes daily logs, cell search reports, search reports, hair clipper and cleaning logs, incident reports, inmate disciplinary reports, control room log book and check list and staff communication forms, and vehicle logs.
- Maintains inmate incarceration files and continually updates the electronic jail management system.
- Communicates, collaborates, meets and schedules with, Judges; Courts; Probation and Parole; Medical and Behavioral Health Offices; Hospitals; Department of Corrections; Local Police, State Police and Sherriff Offices; and Other Detention Facilities.
- Shift work, performs work on assigned shift during weekdays, weekends and holidays.
- Work mandatory overtime as necessary to maintain operational staffing requirements.
- Performs all related detention officer duties as assigned.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent (GED)

Some college education desirable

Must possess a valid New Mexico Driver's License

Must pass a background investigation and pre-employment drug and alcohol screening

SKILLS AND ABILITIES:

- Basic knowledge of detention center operations, rules and regulations pertaining to officers and inmates.
- Ability to analyze difficult, hazardous, and dangerous situations in a rational, mature manner and act effectively.
- Use of defense and restraint tactics.
- Safe work practices, occupational hazards and safety precautions.
- Search, transportation, and restraint procedures.
- Suicide prevention and handling suicidal inmates.
- Report preparation on record keeping.
- Applying detention center principles, practices, methods and techniques
- Applying the provisions of and ensuring compliance with federal, state and local legislation pertaining to correctional/detention services; New Mexico State Statues, New Mexico Adult Professional Adult Detention Standards, National Commission on Correction Health Care Standards and the Prison Rape elimination Act (PREA) Standards.
- Applying safety standards and practices for staff, inmates and visitors.
- Obtaining information via interviews and investigations; and analyzing situations, detecting problems and gathering factual information to effectively obtain and communicate information to ensure inmate safety and officer safety.
- Communicating with individuals in various emotional states, from various backgrounds, and with different educational backgrounds and mental capacities.
- Maintaining a neutral attitude towards all inmates regardless of the reason for their incarceration.
- Remaining alert and responding to emergencies or stressful situations calmly, quickly and decisively.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Maintaining accurate and complete records, preparing clear, comprehensive, and accurate reports.

- Communicating effectively verbally and in writing and following verbal and written instructions.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

- Individuals must work directly with other department personnel and inmate population.
- Work Environment is a Correctional Detention Center and is a difficult, potentially dangerous environment.
- Individual must possess the physical ability, strength, and stamina to act and work directly within highly volatile, dangerous, and disruptive emergency incident and response situation(s).
- 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; evaluating inmates and oneself in an emergency.
- Work requires climbing up and down stairs in inmate living areas every thirty (30) minutes to perform welfare checks in the living area, check on inmate safety and look for activities, contraband or situations that could compromise the safety of officers and inmates; and or respond to emergencies.
- Work frequently involves periods of time viewing a computer monitor and operating a keyboard.
- 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.
- Operates a county vehicle as necessary to transport inmates, attend meetings, trainings, and perform related job duties.
- Work requires driving for short and long periods of times, occasional overnight travel.
- Work requires climbing into and exiting transport vehicles on every transport.
- Work requires visual and hearing acuity sufficient to perform essential and supplemental duties and to safely interact with inmates.
- Shift work, day, swing or night and maybe assigned during weekdays, weekends and holidays.
- Mandatory overtime work may be required.

MOBILITY FACTOR:

Walk 25%

PRIMARY WORK POSITION:

Primary work position: Sit 20%, Stand 15%, Bends 10%, Runs 5%, Climbs 10%, Lifts 15%

SPECIFIC MOVEMENTS:

Arms: Reach, and extend.

Lifts and carries objects weighing 25 to 100 lbs. and over.

Legs: Bends, walks, squats, climbs and kneels.

Hands: Gross Dexterity, occasionally, grasp/manipulate, frequent speed required, often- bilateral coordination and continuous eye/hand coordination.

APPROVED BY SAN MIGUEL COUNTY BOARD OF COMMISSIONERS:

9/11/2018

M. de la Cruz
COUNTY MANAGER

9/11/18

DATE

C. S. S.
HUMAN RESOURCE DIVISION DIRECTOR

9.11.18

DATE

M. O. Hull
SMCDC WARDEN

9-11-18

DATE

DETENTION TRANSPORT OFFICER/ DETENTION OFFICER

DATE