



## Human Resource Division

*Eileen J. Sedillo*  
Human Resource Director

*Harold M. Garcia*  
Chair - District 1

*Janice C. Varela*  
Vice-Chair - District 2

*Max O. Trujillo*  
Commissioner - District 3

*Martin Sena*  
Commissioner - District 4

*Kenneth C. Medina*  
Commissioner - District 5

*Joy M. Ansley*  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the Full-Time position of Detention Officer within the San Miguel County Detention Center. Under the direction of the Warden, Deputy Warden, Lieutenant and Sergeant responsible for maintaining custody and control of inmates incarcerated in the 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 related duties as assigned. This is categorized as a safety sensitive position.

Salary Range 23: \$30,437.00 - \$34,242.00 (hourly \$14.63 - \$16.46)

DEADLINE FOR APPLICATIONS: ~~Open Until Filled~~

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National Ave., Suite 202, Las Vegas, NM 87701 or logging on to San Miguel County's Web Site at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any or all applications.

  
Joy Ansley, County Manager

11.3.22  
Date

  
Eileen Sedillo, Human Resource Director

11.3.2022  
Date

Published: \_\_\_\_\_, 2022



# *San Miguel County*

## DETENTION CENTER DETENTION OFFICER JOB DESCRIPTION

### **CORRECTIONS POSITION RANGE I**

Salary: \$26,208.00 - \$28,000.00  
Status: Full Time Position  
FLSA: Non-Exempt

### **GENERAL STATEMENT OF DUTIES:**

Under the direction of the Warden, Deputy Warden, Lieutenant and Sergeant responsible for maintaining custody and control of inmates incarcerated in the 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 related duties as assigned.

### **RESPONSIBILITIES AND DUTIES:**

- 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, civilian staff; climbs up and down stairs every thirty (30) minutes to perform welfare checks in the inmate living areas; conducts pat and strip searches of inmate when necessary or as policy requires; looks for contraband items in the inmate living areas and cells; conducts walk through and shows presence in the inmate living areas 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 from their assigned living areas to various locations as needed including medical appointments, personal visits, legal visits, court, religious services, educational and therapeutic programs.
- 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 receives a meal tray and inmates requiring special diet receive their proper meal tray; collect meal trays from living area immediately after meal is completed and returns tray to food service.
- Delivers cleaning supplies and equipment to the living areas for inmate use to clean living quarters, general open areas, cells, showers and toilet areas; conducts inspection of cells, living area, showers and toilet areas for proper sanitation.
- Distributes hygiene and commissary products to inmates.
- Conducts linen and uniform exchange for inmates and ensures inmate hygiene policy is being followed.
- Conducts searches for contraband, weapons and other items that could be harmful to inmate, staff and visiting public's safety and security.
- Observes inmates in the living areas, on one and one line of sight supervision, in medical and intake holding; makes specific notes of distinctive behavior patterns and odd behaviors that could signify abnormal or dangerous behavior; ensures continuous monitoring of inmates on one and one line of sight supervision until properly relieved.
- Assists medical staff in distribution of medications to the inmates in the living areas; providing safety and security for medical staff; checks to ensure the inmate has swallowed the medication and no pill hoarding is occurring.
- Completes daily activity logs sheets including documentation of special management for inmates under more intense or constant watch for reasons of security, medical or suicide watch, as required; performs welfare checks

of all inmates and documents inmate activities such as showers, recreation time, phone usage, out of cell time, programs, visitation of families and friends and all other activities.

- Performs searching, booking, intake and releasing procedures.
- Operates control room panels and control boards, opens living area, cell and hallway doors for officers as they perform their daily duties, serves as a monitor of officer for the safety and security of the officers; answers telephone in the control room and delivers and receives information from other control rooms, supervisors and officers.
- Monitors facility cameras for safety of inmates and staff and controlled door operation.
- Maintains key 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 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.
- May be required to transport inmates to court and medical appointments; supervise inmates on hospital watch and to supervise inmate work details.
- Shift work, performs work on assigned shift during weekdays, weekends and holidays.
- Work mandatory overtime as necessary to maintain operational staffing requirements.
- 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 Statutes, 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 requires visual and hearing acuity sufficient to perform essential and supplemental duties and to safely interact with inmates.
- 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.
- 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: Stand 25%, Sit 10%, 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.

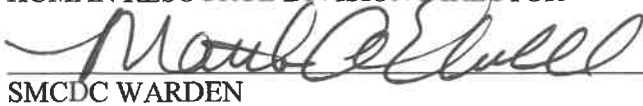
APPROVED BY SAN MIGUEL COUNTY BOARD OF COMMISSIONERS: 8.14.2018

  
 COUNTY MANAGER

8/14/18  
 DATE

  
 HUMAN RESOURCE DIVISION DIRECTOR

8.14.18  
 DATE

  
 SMCDC WARDEN

8-14-18  
 DATE

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 DETENTION OFFICER DATE