



Job Description

TITLE: Safety, Security, and Compliance Officer	JOB CODE: 6505
DEPARTMENT: Adult Detention Center	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Corrections
UPDATED: April 11, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision of the Adult Detention Administrator, the Safety, Security, and Compliance Officer maintains and updates the policies and procedures governing operations of the adult detention center. Responsible for collecting, processing, maintaining and providing confidential and sensitive data as the Terminal Agency Coordinator (TAC) point-of-contact for local agencies on matters relating to the Criminal Justice Information Systems (CJIS) access; ensure compliance and security in all aspects of CJIS. Collects and analyzes data to prepare facility tracking reports. This administrative professional ensures activities and operations comply with all applicable security standards.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintains and updates the policies and procedures governing the operations of the detention center; ensures that the policies and procedures are complete and compliant with all laws and regulations.
- Provides periodic review of Detention Center policies and procedures to ensure compliance with security standards based on nationally accepted security practices; develops assessment tools to meet safety standards and report deficiencies and necessary corrections; prepares and maintains written reports and records on all security assessments conducted, deficiencies encountered, and correctives measures taken.
- Develops and maintains forms for the daily operations, security, and maintenance of the facility.
- Acts as the Terminal Agency Coordinator (TAC) representative for New Mexico Department for Public Safety and National Crime Information Center on matters relating to Criminal Justice Information System (CJIS) information access; administers CJIS systems program and oversees the facilities compliance with CJIS systems policies.
 - Responsible for proper access, use and dissemination of restricted information; information shall be accessed only for an authorized purpose compliant with CJIS policies.
 - Gathers and approves all security clearance information on individuals entering the secured areas.
- Prepares and provides special and recurring reports for federal, state, and administration. Collects and analyzes statistical data.
 - Tracks inmate trends and developments within the facility to prepare facility tracking reports.
 - Prepare reports for New Mexico Sentencing Commission Study, Department of Justice Deaths in Custody Report, New Mexico Judicial Standards Commission Study, New Mexico Gang Task Force, and others as instructed.
- Handles sensitive and confidential data and ensures the quality and integrity of all information produced.
- Assist with facility information requests for law enforcement purposes, internal investigations, and administrative issues by reviewing and replicating data, video, audio, records, etc.
 - Assist law enforcement agencies with requests for inmate information and in the identification of suspects and provide possible suspect information.
 - Provide requests for information involving damage to county property and inmate situations such as contrabands and shakedowns (searches).
 - Provide limited inmate information to the media, upon request.
- Assists with managing Key Watcher system for the entire facility, including issuing system access, ensuring all keys and key fobs are in proper working condition, order replacement keys.

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- Manages, issues, and inventories all facility portable radios; maintain radio supplies of antennas, batteries, clips, and chargers; provide maintenance and repair of radios.
- Assist in managing the Live Scan digital fingerprint system.
- Manages the facility's State of New Mexico DNA sample/acquisition program ensure adequate supply of DNA kits are available and submitted to the crime lab in a prompt and secure manner.
- Works with Prison Rape Elimination Act (PREA) Coordinator with policy and procedure development to ensure compliance with federal mandates by the facility.
- Reviews the overall security of the Detention Center; inspects physical plant, and mechanical security equipment to ensure proper operation, including doors, locks, keys, perimeter fencing, and related equipment; ensures proper facility security for deliveries; maintains effective communication with Warden to ensure the timely and efficient resolution of security related issues.
- Ensures training is effectively presented per NMAC standards; prepares and maintains the Emergency Action Plan.
- Maintains inventory of adequate office supplies for administration and shift sergeants, including wristbands, medical kites, property envelopes, logbooks, etc.; ensures adequate supply of toner cartridges in shift sergeant's office.
- Provide delegated administrative duties of ensuring out-of-county bonds are mailed to the appropriate judicial courts; submit purchase requests (weekly jail supplies), checking in and disbursing shipments, sort and distribute administration mail; assist with preparing request for proposals.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of jail management and security principles and procedures.
- Knowledge of the laws and regulations governing operations of a detention facility.
- Knowledge of the New Mexico criminal justice and court systems, procedures, and protocols.
- Knowledge of trends and practices in adult detention.
- Knowledge of behavior patterns of incarcerated individuals, and discipline and grievance procedures.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with County staff, and the public, law enforcement agencies, media, and outside agencies.
- Skill in the use of a personal computer, standard business software, CJIS system, and detention center software.

Education and Experience:

- High School Diploma or GED equivalent and three (3) years experience in Detention or Correctional services or Law enforcement.
- Must have no felony convictions or convictions for crimes involving moral turpitude.
- Pass a comprehensive criminal background check to serve as detention center Terminal Agency Coordinator (TAC) point-of-contact for New Mexico Department of Justice, National Crime Information Center (NCIC), and Criminal Justice Information Systems (CJIS).
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

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Environmental Factors and Conditions/Physical Requirements:

- Working conditions are typical detention facility settings; involves the potential for high stress levels and exposure to hostile situations.
- Work is performed in a correctional/office environment; may be subject to repetitive motion such as climbing stairs, inspecting physical plant, typing, monitoring security voice/video screens, data entry with prolonged exposure to computer monitors; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting weights in excess of 75 pounds such as assisting or moving an adult human being, retrieving files, records, and reports.
- Full-time work hours for this position consist of non-standard work hours, including nights and weekend shifts and overtime as a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____