



Job Description

TITLE: Camera Monitor	JOB CODE: 6545
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 shift sergeants, the position will monitor detention center premises to detect and communicate incidents; comprehend and operate the touch screen system and closed-circuit television monitors; immediately notifies detention officers and supervisors of need for corrective action. Camera Monitor positions are within the facility, individual can be assigned to various post of B Tower, C Tower, C Max Tower, A Control, and Booking Control. This position performs surveillance within a secure detention facility and follows all safety 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.*

- Monitor security cameras, operate computer security systems, and maintain accountability sheets for court lists and "time out of cell" logs for individual detainee and/or group of detainees. Maintain and update population reports, as needed.
- Conduct post inventory, log, and track information to activity logbook at the start of shift on first aid kits, rescue hooks, trauma bags; this also includes logging activities for prescription medicine pass, meals, commissary deliveries, and legal visits.
- Monitor radio transmission and use a radio to communicate with staff.
- Provide and communicate to detention officer's request for information from a detainee's computer file.
- Operate the facility doors using door and intercom systems.
- Coordinate detainee legal visits with the front desk.
- Observe television screens that transmit in sequence views of Detention Center sites.
- Maintain surveillance of location where incidents are developing.
- Immediately contact shift supervisor or designee to report disruptive activity and its location. In cases of extreme emergency when unable to contact shift supervisor contact the Operations Lieutenant.
- Adjust monitor controls when required to improve reception; notify repair service of equipment malfunctions.
- On occasion may provide back up support to PBX/front desk area.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of detention center policies, rules, and procedures.
- Knowledge of security equipment operations and functions.
- Knowledge of administrative procedures, methods, and practices.
- Knowledge of County policies and procedures.
- Skill in responding quickly and correctly to emergency situations.
- Skill in following orders and exercising good judgment in potentially dangerous situations.
- Skill in maintaining confidentiality and using discretion in dealing with sensitive information.
- Skill in responding with tact and composure when dealing with individuals in a stressful situation.

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- Skill in communicating effectively, both orally and in writing.
- Skill in the use of a personal computer and standard business software.
- Ability to understand and to exchange information with supervisors and co-workers when receiving assignments, instructions, shift change information, and while performing assigned duties and tasks.
- Skill in following oral and written instructions, policies, and procedures.
- Skill in working independently and as part of a team.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.

Education and Experience:

- High School Diploma or GED equivalent.
- Must be at least 18 years of age.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports; climb stairs to facilitate appropriate inmate supervision and to get to various post assignments.
- Full-time work hours for this position consist of rotating shiftwork, nights and weekend shifts and overtime.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- 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, including closed circuit monitoring equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____