



## Job Description

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<b>TITLE:</b> Detention Officer	<b>JOB CODE:</b> 6630
<b>DEPARTMENT:</b> Alternative Sentencing (DWI)	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Corrections
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision, guards inmates in the Alternative Sentencing facility; provides for the needs of inmates during detention to include but not limited to: lock down inmates in cells after searching for weapons, valuables, drugs or other contraband; serves meals, provides first responder aid if needed; observes conduct and behavior of inmates to prevent disturbances and escapes; inspects locks, cells, pods, closets, hallways, access chases, recreational, medical and kitchen areas, windows, grills, doors, and gates for tampering; performs all other duties in a manner consistent with all policies and procedures within a correctional environment.

**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.*

- Observes conduct and behavior of inmates to prevent disturbances and escapes and to maintain health and cleanliness.
- Inspects cells, pods, closets, hallways, access chases, recreational, medical and kitchen areas, locks, window bars, grills, doors, and gates for tampering.
- Searches inmates and cells for contraband articles.
- Transports inmates to judicial proceedings, medical or other authorized appointments.
- Guards and directs inmates during work assignments and ensures appropriate inmate counts.
- Patrols assigned areas for evidence of forbidden activities, infractions of rules, and unsatisfactory attitudes or adjustments of inmates; reports observations to supervisor.
- Escorts inmates to and from visiting room, legal visits, medical office, and religious services or other authorized locations.
- Guards entrance of detention center to screen visitors.
- Prepares written reports concerning incidents of inmate disturbances or injuries.
- Ensures that proper departmental procedures regarding correspondence between the public and inmates are maintained.
- Serves inmate meals in accordance with established procedures; ensures that proper counting is maintained of all utensils, cups, trays and inmate counts are correct.
- Searches inmate property for contraband including but not limited to: alcoholic beverages, controlled substances, weapons, and nuisance contraband as prescribed by facility policy or by law.
- Distributes mail for inmates which includes checking for contraband.
- Requests physical examinations and forwards specific requests for medical assistance to medical staff; escorts inmates to the medical office and provides security for the medical staff.
- Verifies and may write receipts on commissary purchases; ensures that the Commissary vendor distributes purchases to the proper inmates.
- Supervises the visitation of attorneys, family members, bondsmen or others.
- Performs other related duties as may be assigned.

### Required Knowledge and Skills:

- Knowledge of applicable laws and regulations, and State standards for detention facilities.
- Knowledge of the New Mexico criminal justice and court systems, procedures and protocols.
- Knowledge of County and Department policies and procedures.
- Skill in communicating with inmates and mediating difficult situations.

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### Detention Officer

- 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.
- Skill in assessing and identifying drug influence, behavior and usage.
- Skill in Cardio Pulmonary Resuscitation (CPR) and first aid.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- 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.
- Ability to understand and to exchange information with the general public, including attorneys, jail visitors, and maintenance personnel.
- Ability to interact with inmates and to understand and comprehend inmate responses to questions.
- Ability to provide verbal direction to inmates to affect conformance to rules, regulations and other directives.

### Education and Experience:

- Minimum age requirements of 21 years.
- High School diploma or GED equivalent.
- Must have no felony convictions or convictions for crimes involving moral turpitude.
- Must complete the mandatory Officer Certification process within 6 months of employment.
- Valid State of New Mexico Driver's license or be able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Working conditions are typical adult detention facility settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Employees may be subject to physical altercations with inmates which may require restraining and/or physically relocating inmates. At time, staff can be called upon to assist with moving unconscious adults in emergency situations for medical treatment. May be required to climb stairs to facilitate appropriate inmate supervision; supervising inmate may require prolonged walking, standing or sitting. May be required to lift 50 pounds or more to accommodate the operational requirements of the facility.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is 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 but is not limited to: computerized and conventional office equipment, two-way radios and security equipment including cameras, recorders, monitors, visitation, transport navigation devices, key control equipment, clocking in biometrically, inmate control devices and/or other emergency medical equipment necessary to accomplish Cardio Pulmonary Resuscitation (CPR and mobile defibrillator) associated with initial first aid response, or other devices necessary to accommodate the operational needs of a correctional environment.

### Approvals:

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_