



Job Description

TITLE: Sergeant	JOB CODE: 6901
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, organizes and supervises the detention staff for the adult detention facility; monitors operations and maintains compliance with all policies and procedures, and laws and regulations.

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.*

- Supervises assigned staff; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required; schedules staff and calls out additional officers as needed.
- Interacts with inmates; monitors the actions and daily behavior patterns of the inmates; observes and interacts with them to learn of potential problems such as behavior, health and cleanliness.
- Interacts with the detention staff; monitors their routines and activities; observes and interacts to ensure that proper policies and procedures are followed; instructs and makes changes to improve performance.
- Remains visible to staff and inmates in the area to assist and to be available in the event of a problem.
- Assigns staff to their daily posts based on the needs of the facility; assigns other duties as needed, such as cleaning and perimeter checks.
- Records and maintains timesheets; verifies time and hours worked by the employees; approves and covers shifts for requested vacation, sick leave and other leave time; approves overtime and finds employees to cover a shift as necessary.
- Prepares and maintains a variety of reports for use by administration; prepares a variety of daily reports, including post assignments, briefing sheets, inspection sheets, count sheets and laundry sheets; prepares periodic reports, including incident reports, behavior reports, transport reports and court reports.
- Maintains inmate accounts; receives deposits and posts to account; reconciles accounts when inmates leave the center.
- Handles inmate grievances; investigates reported wrong-doings and other circumstances in which the inmate has expressed concern; documents findings; reports any major violation and of grievances beyond the control of this position to administration.
- Plans for and directs special situations; remains aware of events at the facility and plans for any special task, including religious visits, medical visits, legal visits, fire drills and emergency response drills.
- Performs other related duties as 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.

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Sergeant

- Knowledge of local community resources and various community services programs.
- Knowledge of supervisory principles, practices and methods.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in communicating with inmates and mediating difficult situations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing and identifying drug influence, behavior and usage.
- Skill in Cardio Pulmonary Resuscitation (CPR) and first aid.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- 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.

Education and Experience:

- High School diploma or GED equivalent and two (2) years experience as a detention officer.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

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; 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 computerized and conventional office equipment, and two-way radios and security equipment including cameras, recorders, monitors, key control equipment and inmate control devices.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____