



## Job Description

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<b>TITLE:</b> Operations Lieutenant	<b>JOB CODE:</b> 6904
<b>DEPARTMENT:</b> Alternative Sentencing	<b>FLSA:</b> 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> YES	

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**Summary:** Under general direction of the Alternative Sentencing Director, the Operations Lieutenant manages the staff and day-to-day operations of the detention center facility; directs staff and programs to ensure the safety and security of inmates, employees, visitors, and the facility; monitors progressive disciplinary process for officers; ensures activities and operations comply with all State and Federal laws and all regulatory requirements.

**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.*

- Manage assigned staff; prioritize and assign tasks and projects; participate in the selection of staff; train staff, motivate and maintain team unity; work with employees to correct deficiencies; implement disciplinary procedures as required.
- Prepare special and recurring reports; recommend and implement approved changes to existing policies and procedures.
- Monitor and review service trends and recommend operational and policy improvements.
- Assist in developing and implementing approved safety and security procedures; oversee daily operations of the facility to ensure that all activities are compliant with facility policies and procedures and with applicable Federal, State laws, and regulatory requirements.
- Supervise all facility housing units, control room operations; monitor control and unit logs; recommend changes in work procedures and practices to improve operations' efficiency; provide input to staff in handling situations with inmates; handle inmate grievances and protective custody requests; resolve difficult or volatile inmate conflicts.
- Exercise direct supervision over detention officers; establish work schedules; posts assignments; conduct performance evaluations; mediate officer disputes; investigate and recommend response to inmate grievances.
- Conduct and document weekly facility walk-through inspections; report any problems to the Alternative Sentencing Director and assist with corrective actions approved by the Alternative Sentencing Director.
- Operate all security equipment, video equipment, key control equipment, alarm systems, intercom systems and other communication devices.
- Coordinate requests for information for law enforcement purposes, internal investigations, and administrative issues by reviewing and replicating data, video, records, audio, etc.
- Interact with outside agencies to assist in the coordination of detention services; respond to and resolves difficult inquiries and complaints from the general public, visitors and outside agencies.
- Prepare reports of activities occurring within or related to the facility; review reports submitted by detention supervisors and officers; evaluate information and recommend action to Alternative Sentencing Director as appropriate.
- Schedule and evaluate fire and response drills; revise procedures as appropriate.
- Perform other related duties as assigned by the Alternative Sentencing Director.

**Required Knowledge and Skills:**

- Knowledge of applicable laws and regulations for detention facilities.

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- Knowledge of the New Mexico criminal justice and court systems, procedures and protocols.
- Knowledge of trends and practices in detention operations.
- Knowledge of the legal requirements for file systems, case files and records management.
- Knowledge of leadership and management principles, practices and methods.
- Knowledge of behavior patterns of incarcerated individuals, and discipline and grievance procedures.
- Skill in scheduling and supervising staff, delegating tasks and coaching to improve performance.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in working independently or as a team member.
- Skill in effectively managing, leading and delegating work and projects.
- 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.
- Skill in the use of a personal computer and standard business software.

### **Education and Experience:**

- Associates degree in related field or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Three (3) years of demonstrated work experience in a detention or correction environment and one (1) year as a SJCADC Sergeant; successfully completed trial period as SJADC Sergeant.
- Three (3) years of demonstrated leadership/supervisory experience.
- Must obtain an ACA or AJA Industry Management certification within one (1) year of promotion.
- Pass a comprehensive criminal background check.
- 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 exposure to high stress levels and hostile situations; fatigue and closed environment stress. Potential for physical confrontation and contact with inmate populations that requires immediate action. Potential/exposure to profanity or nudity in a correctional environment.
- 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 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.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

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**Equipment and Tools Utilized:**

- Equipment utilized includes technology-based security/computerized and conventional office equipment associated in a correctional facility.
- 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:** \_\_\_\_\_