



Job Description

TITLE: Training Supervisor	JOB CODE: 6907
DEPARTMENT: Adult Detention Center	FLSA: Exempt
PREPARED: June 28, 2022	FLSA CLASS: Corrections
UPDATED:	LOCATION: Farmington, NM

REMOTE WORK ELIGIBLE:

Summary: Under direct supervision of the Adult Detention Administrator, designate, develop, and conduct training programs for the Adult Detention Center staff, work release, work details or those identified by the facility Administrator; conduct needs assessment/analysis; formulate teaching outlines and identify instructional methods; conduct training sessions. Monitor operation of the facility and of detention center staff; maintain compliance with all policies and procedures, and laws and regulations. The Training Supervisor should be flexible and skilled to be assigned to specific facility areas and willing to rotate as needed for operational needs

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.*

- Participate in needs analysis studies with center staff on various aspects of the Adult Detention program, including basic training techniques for Adult Detention Officers, liability training and other new and regular training.
- Confer with management to gain knowledge of specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies.
- Formulate teaching outline and determine instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Select or develop testing and evaluation procedures to be used at completion of training.
- Conduct training sessions covering specified areas such as new employee orientation, on-the-job training, use of computers and software, Field Training Programs, health and safety practices, public relations, refresher training, promotional development, and Officer/Sergeant leadership training and development.
- Design Sergeant Training Curriculum to improve facility shift continuity while improving supervisory counseling techniques through effective communications.
- Test trainees to measure progress and to evaluate effectiveness of training.
- Supervise assigned staff; prioritize and assign tasks and projects; counsel, coach, train, and instruct employees as required; schedule staff and call out additional officers as needed.
- Interact with inmates; monitor the actions and daily behavior patterns of the inmates; observe and interact with them to learn of potential problems such as behavior, health, and cleanliness.
- Remain visible to staff and inmates in the area to assist and to be available in the event of a problem.
- Record and maintain timesheets; verify time and hours worked by the employees; approve and cover shifts for requested vacation, sick leave and other leave time; approve overtime and finds employees to cover a shift as necessary.
- May prepare and maintain a variety of reports for use by administration; prepare a variety of daily reports, including post assignments, briefing sheets, inspection sheets, count sheets and laundry sheets; prepare periodic reports, including incident reports, behavior reports, transport reports and court reports.
- Handle inmate grievances; investigate reported wrong-doings and other circumstances in which the inmate has expressed concern; document findings; report any major violation and of grievances beyond the control of this position to administration.
- Maintain all appropriate detention certifications.
- Performs other related duties as assigned.

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Required Knowledge and Skills:

- Knowledge of Management & Leadership Training
- Knowledge of applicable laws and regulations, and State standards for detention facilities.
- Knowledge of training and instructional principles, practices, and techniques.
- Knowledge of the principles and practices related to general behavior and learning.
- Knowledge of the laws and regulations relating to Adult Detention.
- Knowledge of the New Mexico criminal justice and court systems, procedures, and protocols.
- Knowledge of County and Department policies and procedures.
- Knowledge of local community resources and various community services programs.
- Knowledge of supervisory principles, practices and methods.
- Skill in researching and collecting data and designing work flows and procedures.
- 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 five (5) years of work experience as a detention officer.
- Must be a certified Adult Detention Officer, with two (2) years of training experience.
- Shall obtain and maintain the following certification, or ability to obtain certification within six (6??) months of employment:
 - Training for Trainers Facilitator Certification – Ability to retain certification
 - American Red Cross CPR and First Aid Instructor Certification–Ability to retain certification
 - Inmate Control Techniques Instructor Certification–Controlled Force - Ability to retain certification
 - Taser Instructor Certification – Ability to retain certification
 - Pepper Ball Instructor Certification – Ability to retain certification
- 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.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- 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

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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.
- May be exposed to foul-mouthed, offensive, crude, rude and tasteless language.
- May be exposed to offensive, abrasive, argumentative or aggressive behavior.
- 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:** _____