



# COLFAX COUNTY

## Job Posting

<b>JOB TITLE</b>	Sergeant
<b>Pay Status</b>	Non- Exempt
<b>Reports to</b>	Detention Center Administrator
<b>Salary</b>	\$26,857-\$40,285
<b>Application Deadline</b>	August 25, 2020 @ 4:00 pm

### **POSITION SUMMARY:**

Under general supervision of the Administrator of the Vigil Maldonado Detention Center of the Colfax County, provides a wide range of working level in detention center duties intended to secure a safe environment for inmates, co-workers and county citizens that visit the facility. Duties to include:

1. To oversee the efficient operation of the institution utilizing his/her knowledge of policies, procedures, and post assignment.
2. Conducts a daily review of each shift's post assignment.
3. Accept duties and responsibilities in the absence of higher authority or when delegated in order to continue the normal and efficient operation of the institution.
4. Ensure that in the event of emergency, appropriate action be taken according to the situation, and within the guidelines of policies and procedures.
5. During Front Entrance non-manned hours, the Control Center Officer must notify the Shift Supervisor, Roving Officer, or available staff to clear custody, non-custody, staff or other authorized personnel entering the unit.
  - a) Unwritten authorization to enter the facility will be at the discretion of the respective Administrator or Lieutenant. After hours will be at the discretion of the Shift Supervisor.
  - b) During emergency conditions where immediate access/entrance to the facility is critical, the shift supervisor will verbally authorize unwritten authorization for entrance into the institution, which will be recorded in the Daily Shift Log.
  - c) The shift supervisor will ensure that when a transport is occurring by an outside law enforcement agency, that following procedures will be initiated:
    - (1) The Control Officer will verify the identification of law enforcement agents' commission.
    - (2) The Shift Supervisor will verify that the transport or court order documents are certified originals', and the receiving agent will sign for receipt of the inmate.
    - (3) The shift supervisor will notify Master Control that the inmate transported is authorized.
    - (4) The Master Control shall notify the Shift Supervisor of all transport arrivals.
    - (5) The Shift Supervisor is required to visual check all inmates departing the facility to ensure proper identification of the inmate(s).
    - (6) The Shift supervisor will ensure that all transports are coordinated with the Lieutenant as per transfer sheet provided for such moves. Only qualified personnel should be assigned to a transport. (An inmate will not depart without an escape flier).

(7) All notifications will be documented on the respective post logs and the Master Control Shift Log.

7) The Shift Supervisor shall be responsible for the following:

- a. Counsel subordinates regarding their work performance, building upon their strengths and developing plans of action to correct weaknesses.
  - b. Any coordinate security concerns with other departments and cooperate with them to ensure compliance with Vigil Maldonado Standards.
  - c. Develop working knowledge of inmate population; instruct subordinate staff in the importance of knowing the inmate population, and activities including housing units, restrictive housing.
  - d. Monitor and evaluate Detention Officer's work performance and continually train them in the philosophy of the facility and institutional goals and objectives, using acceptable detention practices.
  - e. Complete and discuss employee development criteria evaluation, noting strengths and weaknesses.
  - f. Investigate unusual incidents involving staff and inmates, which occur during his/her tour of duty and submit accurate and complete reports utilizing good investigative techniques in a timely manner by the end of his/her tour of duty.
- (1). The shift supervisor will initiate investigations of alleged breaches of conduct of personnel under their supervision when a suspected infraction is observed or a complaint is received.
  - (2) Supervisors who fail to initiate investigation or take appropriate action when infractions are observed/reported to them shall be subject to disciplinary action.
  - (3) When the shift Supervisor has completed his investigation, he/she shall submit a report, along with additional documentation or evidence, to the Lieutenant for review.
- 8) Any unauthorized vehicles reported on the perimeter shall be investigated by the Shift Supervisor.
- 9) Participate as a member of facility committee (s) when assigned by the Lieutenant or Administrator.
- 10) Oversee, supervise and inspect for institutional safety, sanitation and activities including housing units, support areas and perimeter posts.
- 11) Outer perimeter post inspections.
- 12) The Shift Supervisor will conduct a physical/visual inspection of the perimeter for signs of breaches on an hourly basis
- a) In the event that a breach of the perimeter barrier is identified/suspected the Shift Supervisor will ensure that adequate response is initiated and dispatched to the affected area. If deemed appropriate, the Shift Supervisor will order a single person to stand guard at breach point.
- 13) Review and recommended updates in all security policies, procedures, post orders and ensure his/her familiarization with such.
- 14) Attend meetings conducted by the Lieutenant and record pertinent information.
- 15) Ensure that all confiscated contraband, is processed according to procedures utilizing the Chain of Custody Form and forward these items properly.
- 16) The following circumstances require the presence of at least two officers.
- a) an inmate is exhibiting hostile/angry behavior.
  - b) an inmate is being counseled for minor rule violation or any type of inappropriate behavior.
- 17) The Shift Supervisor will ensure that searches of inmate living areas are conducted on a routine basis and according to Vigil Maldonado policy using the appropriate shakedown log and ensure the proper documentation is completed. Searches of support areas will be conducted as needed.

18) All cells will be inspected prior to an inmate being assigned and before an inmate leaves the cell for any damage such as Graffiti, or any other markings.

19) The Shift Supervisor is responsible for ensuring that proper count procedures are carried out by the security staff under his/her scope of authority. The Shift Supervisor on each shift will be present in the control center verify all official counts. At no time under any circumstances will the official count commence or be secured in the absence of the shift supervisor under any circumstances.

a) The Shift Supervisor shall ensure that all count slips and out-counts are present in Master Control, and thoroughly reviewed for accuracy and completeness prior to securing each count, i.e. legible signatures, dates, times, etc.

20) The Shift Supervisor is responsible for ensuring that proper count procedures are carried out by the security staff under his/her scope of authority. The Shift Supervisor on each shift will be present in the control center and verify all official counts. At no time under any circumstances will the official count commence or be secured in the absence of the Shift Supervisor under any circumstances.

21) The Shift Supervisor is responsible for the intake of all inmates arriving at the Detention Center ensuring that the proper documents are present before accepting the inmate (s).

22) The Shift Supervisor of designee will ensure that all safety and sanitation inspections of all areas are conducted and that the inspection forms are submitted to Lieutenant.

23) The Shift Supervisor shall ensure that the Inmate Hygiene Forms are filled out properly and submitted to the Lieutenant upon completion.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.
- Must be at least 21 years of age.
- 2 years as a Correctional or Detention Officer

**WORKING CONDITIONS:**

Functions of the position are generally performed in a controlled environment. Many functions of the work post a high degree of hazard and uncertainty.

Required to work weekends, holidays and any on call requests.

**SCREENING AND COMPLIANCE:**

- The offer of this Colfax County Position requires compliance with the following:
- Employee must successfully complete employment drug screen.
- Employee must comply with complete the personnel ordinance and guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.

**PLEASE SUBMIT APPLICATION AND RESUME TO WARDEN BERNAL OR EMAIL [bsamora@co.colfax.nm.us](mailto:bsamora@co.colfax.nm.us). IF YOU ARE INTERESTED IN THE SERGEANT POSITION DEADLINE IS AUGUST 25, 2020 @ 4:00 PM.**

**COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

