



**DETENTION CENTER LIEUTENANT – DETENTION CENTER  
JOB DESCRIPTION**

Position Title:	Detention Center Lieutenant	Exemption Status:	Non-Exempt – Eligible for Overtime
Job Classification:	Full Time	Probationary Status:	Twelve (12) Months
Department/Office:	Detention Center	Wage Level:	MIN \$20.9384 – MID \$25.6596 DOE/DOQ
Reports to:	Captain	Safety Classification:	Safety Sensitive
		Last Updated:	January 10, 2024

**Job Summary**

The Lieutenant is responsible for supervising all subordinates on his/her shift. The Lieutenant will guide all officers and Sergeants in a positive direction and become a role model for officers. He or she must show good leadership skills, attend all supervisor meetings, make recommendations for improvement, deal with all officers' issues and counsel and/or reprimand, when necessary, maintain reports and daily documentation, and be responsible for daily detainee movement and activities.

**Minimum Qualifications**

- High School Diploma or G.E.D. Some higher education preferred.
- At least three years of experience in detention, corrections, law enforcement, and/or military, or the equivalent in education or training required.
- Two (2) years supervisory experience required; with at least (1) year supervisory experience as a Sergeant.
- Must be able to understand, communicate, read and write in English. Bilingual in Spanish preferred.
- Must be 21 years of age or older.
- Must have no felony convictions or pending convictions.
- Valid NM Driver's License.
- Must successfully complete pre-employment drug screen, physical and background check.
- Must be able to pass CPR and First Aid.
- Must be able to handle stress and respond appropriately to stressful situations.
- Must be able to write intelligibly, complete reports, deal with situations requiring tact, understanding and good judgment.
- Must always remain alert and respond quickly in emergency situations.
- Establish professional relationships with the detainee population and staff members.
- Ability to perform all essential duties as listed below.
- Ability to perform the essential duties in the working conditions described below.
- Ability to work with the equipment, tools and materials listed below.
- Must comply with safety guidelines and policies of the County.

**PLEASE INITIAL ACKNOWLEDGING THAT YOU MEET MINIMUM REQUIREMENTS OF POSITION:** \_\_\_\_\_

## Essential Functions

Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Plans and performs a wide range of supervisory and related detention duties to ensure the proper entry and incarceration and safety of persons committed to the detention center as well as personnel and the general public.
		Work from prescribed policies and procedures, training and background, to ensure that all minute details including maintenance of records are adhered to with the knowledge that said records may be used to support the carrying out of all details in the event of lawsuits, court hearings, etc.
		Inspects the facility and documents any needed repair and/or safety issues. Assists subordinates in all matters requiring assistance or supervision to include periodical training or updates on any issues.
		Prepares necessary personnel reports including but not limited to performance evaluations, timesheets as directed by management and in accordance with County Policies. Gives input and recommendations concerning the employee disciplinary process, hiring, promotion or any other changes to employees' status.
		Maintains shift schedules and call out personnel in the event of an emergency or when needed to fill positions.
		The Detention Center is a twenty-four (24) hour facility. Must be able to work any shift as assigned, which may include days, nights, swings, weekends and holidays. If there is a change in shift, a minimum of a seventy-two (72) hour notice will be provided. This does not apply when asked to work overtime. Facility shift schedules may be changed as well.
		Contacts Captain and proper chain of command in the event of an emergency.
		May be asked to attend seminars and meetings and related sessions for the advancement of techniques, methods, and procedures, and meets with subordinates to update them on any policy changes.
		Maintains a constant awareness of inherent dangers in dealing with detainees. Schedules and coordinates detainee disciplinary hearings.
		Reviews detainee files as necessary or as a precaution in dealing with them as individuals.
		Responsible for directing, training, instructing, and checking on subordinates as to standards of performance, discipline, safety, methods and procedures and other matters pertaining to their work.
		Completes periodic performance reviews of all subordinates.
		Supervise over forty-four (44) detention officer's positions at the Detention Center.
		Supervise over five (5) sergeant positions at the Detention Center.
		Supervise and oversee the classification and classification process of detainees.
		Supervises subordinates, directs, instructs, assists, and checks Standards of performance within the department and ensures that Curry County Policies, as well as, Detention Center Policies are maintained and followed.
		Follow the State of New Mexico Purchasing and Procurement laws, County Purchasing Policy and grant agreements in making purchases, transferring and depositing of assets.
		Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.
		Evaluates personnel as to fitness or illness which would affect their ability to perform their job.
		Review daily shift and incident reports.
		Reports all maintenance deficiencies to the appropriate staff.
		Assists medical staff with coordinating medical appointments of inmates.
		Must be able to complete shift briefs at the end of their assigned shift.
		Must be able to initiate and complete in-house investigation when assigned.
		Oversee detainee disciplinary and grievances.
		Must have knowledge of booking, intakes, releases and court documents.

## OTHER REQUIREMENTS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Must have working knowledge of computers and Microsoft Office.
		Must interact with occupants of County buildings in a professional and friendly manner.
		Must work independently using good judgment and decision-making skills.
		Must work well with ever changing priorities and/or situations.
		Employee must know and understand County Personnel Policy as well as all Detention Center policies and procedures.
		Must have ability to deal with situations requiring tact and understanding and exercise good judgment when needed. Must always remain alert and be able to react quickly to any emergency.
		Must have ability to interact with detainees, supervisors, and staff members in a professional manner. Must have the ability to work with a diverse population.
		Must be able to write intelligibly and complete reports.
		Must be able to communicate effectively, both verbally and in writing, including using computers and electronic equipment.
		Must be able to work with minimum supervision and be self-motivated.
		Must possess the ability to write clear, concise reports.
		Knowledge of related government laws and practices and of community resources.
		Knowledge of principles and practices of effective supervision.
		Must be able to communicate with detainees. Must be able to assist them in understanding all rules and regulations of the Detention Center.
		Must be able to use visual and auditory skills to properly operate console in control room.

## Physical Requirements

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Ability to "buddy carry" anyone during emergency evacuations.
		Ability to lift up to sixty 60 lbs from ground to waist level.
		Corrected vision and hearing to within normal range.
		Position requires ability to stand or walk up to twelve (12) hours total per day.
		Position requires ability to sit for up to four hours at one time, and up to twelve (12) hours total per day.
		Position requires climbing and descending a three-step ladder on a minimal basis, typically no more than once per day.
		Position requires use of hands or fingers to grasp/manipulate various equipment and materials used in performance of essential duties.
		Position requires hand/eye coordination in operation of equipment and in handling various materials. Some use of equipment in handling of materials involves intricate coordination of hands and eyes.
		Ability to climb and descend stairs 25 (twenty-five steps) occasionally.
		Ability to crouch and kneel up to five (5) minutes at one time, and one-half hour total per day.
		Ability to bend at waist for up to five (5) minutes at one time and one-half hour total per day.
		Ability to carry approximately ten (10) pounds on waist all day.
		Ability to push/pull a disabled detainee in wheelchair.
		Ability to use foot controls when required to operate a vehicle equipped with an automatic transmission during transport of detainees, up to one-third of work day.
		Ability to work with arms extended or bent for up to four (4) hours at a time and twelve (12) hours per day.

### Environmental Conditions

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Performs work inside and outside.
		Performs work indoors in a temperature-controlled environment. May be exposed to natural weather conditions while on outdoor duty.
		Employee is exposed to poor ventilation due to enclosed condition. Employee may be exposed to unpleasant odors resulting from poor personal hygiene of inmates.
		Employee performs work on even carpeted, tiled, concrete, or asphalt surfaces. The working surfaces may be dry, wet, or greasy in some instances. Employee will be required to climb stairs to a second level.
		Work primarily alone, both with and without directions from supervisor. Worker also performs certain duties as part of a group of individuals.
		Employee is exposed to the following hazards: May be subjected to injury, death, or hostage situation; could be exposed to infectious diseases carried by detainees.
		May be exposed to situations with high levels of mental and emotional stress.

### Equipment, Tools and Materials – Must be able to utilize the following:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Computer, telephone, copy machine, fingerprinting equipment, fax machine, and video equipment.
		Control panel, computer, generator system, fire system, and radio equipment.
		Mechanical hand and leg restraints, oleoresin capicum spray, taser, pepperball delivery device.
		First aid equipment, P.P.E. barriers to assist in performing cardiopulmonary resuscitation (CPR).
		Rubber gloves, protective face masks, gowns, flashlights, riot gear, and uniforms.
		Will be required during the scope of duties to drive a County Vehicle in a manner that complies with County Vehicle Policies.

1. Have you ever had allegations against you or been civilly or criminally convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refused? (Please answer yes or no).

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2. Have you had allegations or administrative discipline against you involving any sexual misconduct while performing your duties at work? (Please answer yes or no).

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### Acknowledgement

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.**

I have read and understood the above position specifications for the **Detention Lieutenant** Position. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

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Employee's Signature

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Date