

**LEA COUNTY**  
**POSITION SPECIFICATIONS**

Position : Detention Officer  
Department : Detention Center  
Immediate Supervisor: Lieutenant/Sergeant  
Salary Range : Governed by collective bargaining agreement  
FLSA Status : Non-exempt (eligible for overtime)  
Probationary Status : 1 Year  
Safety Sensitive : Yes

1.0 ESSENTIAL DUTIES:

1. Regular attendance is an essential function of this position.
2. Maintains a healthful and secure environment for the inmates housed in the Detention Center in accordance with established policies, regulations and procedures.
3. Performs duties specifically assigned and any post orders at the Lea County Detention Center; follows chain of command.
4. Maintains accurate records of inmate incarceration, property, cell assignments, movements, mail and visitations.
5. Assists in the movement of inmates throughout the Center.
6. Performs pat down and strip search of inmates in dorms and cells, shakedown as directed.
7. Inspects locks, windows, bars, grills, doors and gates for tampering.
8. Observes conduct and behavior of inmates to prevent disturbances and escape or infraction of rules and regulations.
9. Employs reasonable force when necessary to maintain order among inmates or to remove an inmate from a specific area.
10. Patrols assigned area for evidence of forbidden activities, infraction of rules and unsatisfactory attitudes or adjustment of inmates and reports such observations to supervisors.
11. Escorts inmates in transit for medical appointments or other appointments; maintains guard duty at a medical facility when an inmate is admitted to such by a physician.
12. Receives and records bonds and fines.
13. Must complete and pass all training requirements all in a specific period of time, including CPR, self-defense,

defensive driving and other training as required by Warden.

14. Shift work is required; rotation of shifts, or transfer from one shift to another, may be required; irregular hours and overtime may also be required.
15. An officer may be assigned to an adult section or juvenile section as needed. No officer is guaranteed work in just one section or for just one shift to the exclusion of the others.
16. Maintains confidentiality and security for special assignments.
17. Remains on-call 24 hours a day for emergencies.
18. Must maintain a telephone for 24 hour use.
19. Must attend all scheduled staff meetings, training, etc. as directed by supervisors.

OTHER DUTIES:

20. May transport inmates to and from courts, mental health facilities, court quarters and other institutions or jurisdictions as directed by Warden. Performs intake and release of inmates to ensure proper classification and documentation.
21. May be called on to provide testimony in courts of law. May be required to participate in or prepare cases for internal hearings.
22. The duties of a Detention Officer are not limited to those set forth above. The employee will perform such functions, duties and assignments as given by a supervisor, consistent with ability, background and expertise.
23. The duties of a Detention Officer may vary depending on the particular shift the officer is assigned to work.

2.0 MINIMUM QUALIFICATIONS:

1. Education:

- High School diploma or GED required.
- College course work preferred.
- Specialized training in law enforcement or corrections highly recommended.

2. Experience:

- Must be at least 21 years of age.

- Must demonstrate acceptable and stable work record.
- Experience in law enforcement and corrections highly desirable.

### 3. Certifications, Skills and Licenses:

- Ability to communicate orally and in writing in English. Bilingual (English/Spanish) helpful.
- Must possess valid New Mexico driver's license.
- Must be certified in CPR or become certified within one year of employment.

### 4. Physical Functions/Requirements:

The physical demands described here are representative and not necessarily exhaustive of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to stand and/or walk up to eight hours at one time, and eight to ten hours total per day.
- Ability to sit up to four hours at one time and eight hours total per day.
- Ability to crouch, kneel, bend at the waist and twist/rotate at the waist as needed to perform essential duties.
- Ability to work with arms extended or bent for up to four hours at one time and eight hours total per day.
- Ability to lift items weighing up to an estimated 40 lbs. from ground to waist level frequently; items weighing up to an estimated 65 lbs. occasionally.
- Must have vision correctable to 20/20 and no color blindness.
- Ability to buddy carry an inmate in case of emergencies.
- Must be able to physically restrain an inmate when necessary. Must be able to assist a disabled inmate in showering and other personal needs.
- Ability to climb and descend stairs several times a day and on a daily basis.
- Ability to carry approximately 8 lbs. on waist all day.

- Ability to push or pull a disabled inmate in a wheelchair.
- Ability to grasp and manipulate objects in order to perform essential duties such as writing; depressing buttons, switches and keyboard components; operating controls and consoles; and similar functions.
- Ability to drive a vehicle with automatic transmission on an occasional basis.

5. Mental Functions/Requirements:

- Must be able to understand and follow oral directions and instructions.
- Must be able to read, understand and follow written directions and instructions.
- Must be able to communicate with inmates.
- Must be able to exercise sound judgment in helping to determine level of incarceration for each inmate and in responding to emergency situations.
- Must possess basic math skills to deal with money and bonding procedures.
- Must be able to learn to operate a computer for documentation and recording purposes.
- Must be able to effectively safeguard confidential information.
- Must be able to use tact and courtesy in working with a wide range of individuals, including the public, often under tense circumstances.
- Must be knowledgeable of relevant traffic laws and regulations.

6. Other:

- Ability to perform essential duties and adapt to working conditions.
- No history or pattern of reckless driving, DWI or irresponsible driving in the last five years.
- Must have no felony or misdemeanor convictions involving moral turpitude, violence, illegal drug distribution or dishonesty.
- Must be bondable.

### 3.0 WORKING CONDITIONS:

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

1. Performs work mainly indoors; however, outdoor work may be required on certain assignments such as during inmate recreational periods and transportation.
2. Indoor work is performed in a controlled temperature environment; however, may be exposed to natural weather conditions while on outdoor duty.
3. Indoor work is generally performed on an even tiled or concrete surface which is normally dry. May on occasion be wet, slippery or contaminated with body fluids, spilled food and other substances. Outdoor work may be performed on natural ground, asphalt or concrete surfaces which may be dry, wet, slippery or contaminated.
4. Workers are exposed to poor ventilation due to enclosed conditions and may be exposed to unpleasant odors resulting from poor inmate personal hygiene. Performs work on flat hard surfaces. May be required to climb and descend stairs or use elevators while on duty.
5. Work may be performed at any time during the 24-hour day depending on shift requirements.
6. Some duties are performed alone, while other duties are performed as part of a team.
7. Employee may be exposed to the following hazardous conditions: constantly subject to injury, death or hostage situations; exposed at all times to infectious diseases carried by inmates; constant high levels of mental, emotional and physical stress.

### 4.0 PRE-EMPLOYMENT REQUIREMENTS:

1. Interview.
2. Criminal record check.
3. General employment background check.
4. Driving record check.
5. Alcohol/drug screen; positive results are disqualifying.

6. Physical and back x-ray in compliance with essential duties and physical and mental requirements.
7. Polygraph - by certified polygraph operator; results may be disqualifying.
8. Job-related skills tests may be given.

L.C.C. Approved: December 21, 1995  
Revised: April 4, 1996  
Revised: January 23, 1997  
Revised: August 19, 1997  
Revised: May 2, 2000  
Revised: May 19, 2009

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_