



ROOSEVELT COUNTY – JOB DESCRIPTION

Part Time Officer JOB DESCRIPTION

Position Title:	Officer	Exemption Status:	Non-Exempt (hourly)
Job Classification:	Classified Part Time/Temporary:	Probationary Status:	None
Department/Office:	Detention	Safety Sensitive:	Yes
Reports to:	Sergeant	Last Updated:	August 21, 2017

Job Summary

Under supervision, maintain a healthful and secure environment for the inmates housed in the Roosevelt County Detention Center in accordance with established policies, procedures, regulations, and all applicable laws.

Essential Functions

- Perform a wide range of duties as assigned, in addition to specific standard shift or post orders, at the Roosevelt County Detention Center.
- Work from designated shift assignment, with full responsibility for proper personal conduct and enhancement of the County's image, while carrying out the duties of the Detention Center: being ever-mindful of the rights, health, and security of the inmates, both on and off duty.
- Maintain accurate records of inmate incarceration, property, cell assignments, movements, mail, and visitations.
- Assist in movement of inmates throughout the Center as needed or required.
- Perform pat down, strip search, or shakedown of inmates in dorms and cells as directed.
- Regularly and routinely inspect locks, windows, bars, grills, doors, and gates for tampering.
- Observe conduct and behavior of inmates to prevent disturbances, escape, infractions of rules, and / or unsatisfactory attitudes or adjustment of inmates, and report such observations to superior(s).
- Patrol assigned area for evidence of forbidden activities, infractions of rules, and / or unsatisfactory attitudes or adjustment of inmates, and report such observations to superior(s).
- Employ reasonable force when necessary to maintain order among inmates, or to remove an inmate from a specific area as needed or directed by superior(s).
- Escort inmates in transit for medical appointments or other appointments; maintain guard duty at a medical facility when an inmate is admitted to such by a physician.
- Receive and record bonds and fines.
- Maintain confidentiality and security for special assignments.
- Transport inmates to and from court, mental health facilities, court quarters, and other institutions as directed.
- Perform intake and release of inmates to ensure proper classification and documentation.
- Appear as a witness in a court of law, if called upon.
- Participate in or prepare cases for internal hearings, if called upon.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

Roosevelt County and applicable regulatory and statutory bodies establish the following criteria:

- Meet physical fitness screening standards as required by Roosevelt County;
- Successful completion of interview by County and Detention Center representative(s) who will measure traits that are significant or necessary to perform the job, and demonstrate the applicant's ability to relate ideas and answer questions relative to the job.
- Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, and employment verification.
- Following a conditional offer of employment, candidates for Officer will undergo a physical examination by the County's appointed medical doctor. The examination is based on the medical standards of the New Mexico Law Enforcement Academy
- Successful completion of required training, including but not limited to Cardiopulmonary Resuscitation (CPR), within one year from date of hire and Defensive Driving within six (6) months of date of hire.
- Qualify and maintain proficiency through Detention Center training as specified in new employee orientation.
- Adhere to dress code, uniform is neat and clean.
- Report to work on time and as scheduled on a varied shift schedule that could include regular shifts on legal holidays.(As a part-time employee you will be limited to twenty (20) hours per week, with a varying schedule)
- Maintain a telephone for twenty-four (24) hour use, and ensure that any changes to contact information or response availability are communicated to superiors promptly when changed.
- Represent the County and the Detention Center in a positive and professional manner at all times, including use of tact when working with a wide range of individuals, including the public, often under tense circumstances.
- Comply with all County and Detention Center policies and procedures, and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA").
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Citizen or legal resident of the United States who has reached twenty-one (21) years of age.
- High School Diploma or GED required.
- Must possess a valid New Mexico Driver's License.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to:
 - Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
 - Has not been released or discharged under dishonorable conditions from any branch of the armed forces of the United States.
- College-level coursework, Associate's or Bachelor's Degree in Criminal Justice, or a related field, preferred.
- Previous law enforcement or detention experience or training preferred.
- Bi-lingual preferred.
- Veterans preferred.

Knowledge, Skills, and Abilities

- Ability to correctly judge inmate situations and determine appropriate level of incarceration and / or force to be utilized.
- Ability to remain constantly aware of various laws and related changes, making decisions with regard to inmate health and security within own authority, and communicate information to higher authority, and to protect evidence until released.
- Ability to work beyond scheduled shift if necessary.
- Ability to obey direct and lawful orders without question or hesitation, especially in more complex or emergency situations.
- Ability to follow enforce rules, regulations, statutes, and direct, lawful orders that run contrary to personal wishes.
- Ability to administer first aid and / or CPR.
- Ability to communicate effectively in English, both orally and in writing, and perform basic mathematical functions.
- Understand such concepts as ratios, proportions, and percentages.
- Ability to read, interpret, and follow written documents such as instructions, policies, regulations, operating instructions, legal documents, and procedure manuals.
- Ability to develop and retain knowledge of computer operations for documentation and recording purposes.
- Ability to effectively safeguard confidential information in accordance with policy, procedure, regulation, and statute.
- Ability to file various reports in an adequate and timely manner, ensuring proper details.
- Ability to use good judgment in determining appropriate course of action in more complex or emergency situations.
- Ability to work independently, with or without direction, with one or two people, or in a large group.

- Ability to complete work assignments accurately and in a timely manner.
- Knowledge of relevant detention laws and regulations.

Physical Requirements and Environmental Conditions

- Work irregular hours, including being called in, or required to stay, beyond designated shift assignment.
- Adapt to and work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned), including possible exposure to extreme temperatures depending on weather conditions.
- Utilize the following tools and equipment, including but not limited to: switches, operating controls, consoles, computer, time clock, telephone, radio, vehicle with automatic transmission, calculator, camera, copy machine, flashlight, handcuffs, shackles, first aid kit, fire extinguisher and shovel, bullet-proof vest, helmet, and hearing and eye protection.
- Push or pull a disabled inmate in a wheelchair, assist with showering and other personal tasks as needed.
- Physically restrain an inmate when necessary; buddy carry an inmate in case of emergency.
- Maintain composure while being insulted or sworn at.
- Manual and finger dexterity.
- Hand and eye coordination.
- Corrected vision and hearing to within normal range.

Other Requirements

- Employee must notify their supervisor or Administrator immediately upon learning that any member of the employee's immediate or extended family has been incarcerated at the Roosevelt County Detention Center.
- Employee must consent to regular monitoring of driving record for employment and ongoing insurability.
- Employee must comply with the safety guidelines of the County.

General Sign-off

The employee is expected to adhere to all County and Department policies, and to act as a role model in adherence to agency policies.

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, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date



ROOSEVELT COUNTY EMPLOYMENT APPLICATION

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES – 109 W. 1st St – Portales, NM 88130 - 575-356-5307

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** Be sure to sign when completed. Roosevelt County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, ancestry, religion, age or disability in employment. You may make copies of this application and enter different position titles, but **each copy must have an original signature. Resumes will not be accepted in lieu of fully completed applications. Please return application to Roosevelt County Administration Office/Human Resources. Faxed/Emailed applications will not be accepted.**

LEGAL NAME _____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____
(Street) (City) (State) (Zip)

PHONE _____ ALTERNATE NO. _____

Are you known to schools, references, or former employers by another name? Yes () No ()

If yes, by what name (s)? _____

PRINT EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING FOR:

Date available for work _____ Expected Salary _____

Are you at least 18 years of age? Yes () No ()

Driver's License _____ Expiration Date _____
State Number

Class A ☐ Class B ☐ Class C ☐ Class D ☐ Class E ☐ Class M ☐ CDL Endorsements: _____

Are you legally entitled to work in the United States? Yes () No ()

***Proof of eligibility will be required upon employment**

EDUCATION

(NOTE: Applicants are required to provide proof of education: i.e., diploma, degree, transcripts, certifications and registrations.)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Did you graduate? Yes () No () GED? Yes () No ()

Type Of School	Name & Locations of Schools	Dates Attended From To		Semester Hours Completed	Graduated Yes No	Expected/or Graduation Date	Type of Diploma or Degree	Major and/or Minor Field of Study
High School								
College								
Technical								
LICENSE / CERTIFICATION (P.E., Attorney, CPA, etc.)		Date Issued	Issued by (State or Other Authority)		License No.		Location of Issuing Authority (City & State)	

Special Skills/Qualifications: List ALL special skills you possess and machines or equipment you can use, such as calculators, printing or graphics, computer equipment, types of software and hardware.

What language(s) do you speak and or write fluently? _____

How fluently? Fair () Good () Excellent ()

Have you ever been employed by Roosevelt County? Yes () No ()

If yes, list the departments and dates of employment _____

Are you related to any employee, elected or appointed official of Roosevelt County (Commissioner, Assessor, Clerk, Judge, Sheriff, Treasurer)?

Yes () No ()

If yes, list the Office and name of relative _____

REFERENCES: Please provide names, addresses and phone number of three references NOT related to you (exclude former employers) in order to be considered for employment.

Name	Address	City/State	Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if I am employed by the County, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of Roosevelt County, other than the County Manager, has the authority to enter into any agreement for employment for any specified period of time.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I, the undersigned, authorize any and all of my present and past employers, law enforcement agencies, courts and motor vehicle departments to disclose information regarding my character, integrity, reputation, work performance and job duties to **Roosevelt County**.

I understand that **Roosevelt County** will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of **Roosevelt County**.

It is the policy of **Roosevelt County** that applicants given a Conditional Offer of Employment take a drug test to show they are substance free. In order to protect the safety of co workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by **Roosevelt County**.

THIS APPLICATION MUST BE SIGNED

Sign Here _____
Applicant's Signature Date

ROOSEVELT COUNTY DRUG AND ALCOHOL ABUSE POLICY

APPLICANT'S OVERVIEW FORM

Roosevelt County has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular, full-time or part-time, safety-sensitive positions and temporary positions, will be required to submit a to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such test will be denied employment.

If a sample is positive for substances that may be associated with prescription medication, the applicant will be given the opportunity to report any medications that have been recently used to the Director of Human Resources, and will be asked to supply proof of valid prescription.

An applicant who tests positive on an alcohol/drug test may elect to have, at the applicant's expense, a portion of the original specimen retested by another approved testing facility, using the cut-off levels which are standard at the time of the testing. The request for a retest must be made within two working days of the applicant's notification of positive results. The original testing laboratory shall then arrange for the shipment of the sample to the approved testing facility of the applicant's choosing. The County shall reimburse the applicant for the retest if the retest is negative.

All employees are subject to the Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, and random.

I certify that I have read the above overview of the Roosevelt County Drug and Alcohol Abuse Policy and consent to comply with all provisions of the policy.

Printed Name

Applicant's Signature

Date

EMPLOYMENT HISTORY

List present or most recent positions first. This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications. If you need additional space to adequately describe your employment history, you may use an employment history supplemental page or attach a typed employment history providing the same information in the same format as this application form.

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? _____ YES _____ NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ YES _____ NO

EMPLOYMENT HISTORY

You may copy and attach several pages if necessary

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ YES _____ NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ YES _____ NO

CONFIDENTIAL

ROOSEVELT COUNTY APPLICANT PROFILE

This page will be used only for statistical purposes in complying with the record keeping requirements of the Federal Government and to assure equal employment opportunity in the County's hiring practices. This profile will be filed separately from your application and the information contained will not be used in determining eligibility for employment. Participation is voluntary, but encouraged. Thank you for your interest in Roosevelt County Government. Roosevelt County is an equal opportunity employer.

Position(s) applied for: _____

Today's Date: _____ Date of Birth: _____

Name: _____

Address: _____
Street/PO Box City State Zip

1. Are you a veteran? () YES () NO
If so, what branch and when? _____
2. Are you Male () or Female ()
3. What is your ethnic background? (Please check only one)
() White
() African-American
() Hispanic
() American Indian or Alaskan Native
() Asian or Pacific Islander
() Other (Please explain) _____
4. How did you learn about this job? (Please check only one)
() Newspaper
() Walk in
() Referral by current/past employees
() Telephone inquiry
() Radio / TV
() Internet / Website
() Other (Please explain) _____
5. Do you consider yourself or do others consider you to be handicapped or disabled? () YES () NO
6. Do you have any physical limitations that without reasonable accommodations could affect your ability to successfully perform the job for which you are applying? () YES () NO
If YES, please explain below:

DATE

INJURY

EMPLOYER

DOCTOR
