



## ROOSEVELT COUNTY – JOB DESCRIPTION

### Sergeant JOB DESCRIPTION

Position Title:	Sergeant	Exemption Status:	Non-Exempt (hourly)
Job Classification:	Classified: Range 24	Probationary Status:	Twelve (12) Months
Department/Office:	Detention Center	Safety Sensitive:	Yes
Reports to:	Lieutenant	Last Updated:	October 20, 2016

#### Job Summary

Under supervision, assist Lieutenant and Detention Administrator with all aspects of maintaining a healthful and secure environment for the detainees of Roosevelt County Detention Center (RCDC) in accordance with established policies, procedures, regulations, and all applicable laws. Duties include day-to-day operational supervision of officers on shift, assistance with training, security, shift scheduling, and compliance.

#### Essential Functions

- Work independently to perform a wide range of duties as assigned, including but not limited to assisting Lieutenant or designee in the application of smooth and consistently managed operations in the best interests of incarcerated detainees and RCDC staff.
- Serve as floor supervisor and direct command point of contact on duty when scheduled. Ensure that shift officers follow facility policies and procedures.
- Ensure that the supervision of detainees during meetings, recreational and visiting periods, mealtimes, work assignments, or related activities are conducted safely and in accordance with policy and procedure.
- Oversee the admission and discharge processing and transportation of detainees to and from the facility to ensure processes are done in a safe and secure manner.
- Ensure that visual and physical searches of detainees for contraband, weapons, and narcotics are conducted as required, and the orderliness and sanitary conditions of detainee quarters are maintained.
- Arrange for cleanup of areas as required and report maintenance needs in a timely manner.
- Prepare, with proper formatting and grammar, routine reports on operations and activities.
- Enforce detainee rules and regulations, and recommend or apply disciplinary actions as required.
- Assist in securing facility during situations of unrest; follow outlined procedures for lock down.
- Ensure commissary services are carried out to detainees as required.
- Assist with training of officers, planning, assigning, directing, and scheduling of work, and performance management and progressive discipline of officers.
- Develop and maintain working knowledge of rules and regulations concerning detainee population as well as County Personnel Ordinance, RCDC Policies and Procedures, NMAC Adult Detention Professional Standards Manual, and all other applicable laws.
- Ensure that accurate records of detainee incarceration, property, cell assignments, movements, mail, and visitations are maintained.
- Model, and follow chain of command.

- Advise Lieutenant and/or Detention Administrator of all pertinent detention information that may jeopardize the safety and security of the facility.
- Maintain confidentiality and security for special assignments.
- Provide testimony in court of law if required. Participate in cases for internal hearings and / or investigation as needed.
- Work required shift work, rotation of shifts, irregular hours and/or overtime, cover officer shifts in the event of staff shortage, and maintain open availability.

### **Non-Essential Functions**

- Perform additional duties as assigned, including duties of subordinates when necessary, and any post orders.

### **Professional Requirements**

- 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, employment verification, and credit check.
- Complete forty (40) hours of “train the trainer” coursework in accordance with NMAC Adult Detention Professional Standards Manual, within six (6) months of date of hire.
- Complete Taser, Pepper-ball, CPR/First Aid, and Defensive Driving training within six (6) months of date of hire.
- Complete annual education requirements as assigned or designated by certification or accreditation requirements.
- Adhere to dress code, appearance is neat and clean.
- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent RCDC and Roosevelt County in a positive and professional manner at all times.
- Comply with all County policies 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 with two (2) years of progressive responsibility in corrections or a related field.
- Bachelor’s Degree in Criminal Justice, or equivalent direct work experience preferred.
- New Mexico Certified Jail Specialist or Professional preferred.
- Veterans preferred.
- Bi-lingual preferred.
- 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 of the armed forces of the United States.
- Must comply with safety guidelines of the County.

### **Knowledge, Skills, and Abilities**

- Knowledge of and ability to communicate the principles and practices of current detention and protective care methods. Maintain working knowledge of rules, regulations, ordinances, policies, procedures, and laws related to RCDC operations.
- Knowledge of and ability to demonstrate and enforce appropriate chain of command communication, principles and practices of effective supervision, leadership, and performance evaluation.
- Ability to enforce facility rules and regulations in a positive manner, and model professional, creative problem solving behaviors and attitudes for subordinate staff.
- Ability to maintain confidentiality of all detainee, personnel, financial, and other information.
- Ability to communicate effectively, both orally and in writing, with detainees, subordinates, and other supervisors in a pleasant manner.
- Demonstrate sufficient and adequate mental and emotional stability in order to meet the rigors of a supervisory position.

- Must be able to apply basic mathematical skills, and understand and communicate such concepts as ratios, proportions, and percentages.
- Knowledge of and ability to apply extensive and often complex records-keeping systems and procedures.
- Maintain physical fitness and knowledge of duties performed by RCDC Officers, in order to cover shifts or posts, and cross train.
- Ability to read write reports with proper format and grammar, and verify accuracy of information in reports.
- Ability to organize and prioritize numerous tasks requiring the use of mental capabilities.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to handle difficult situations involving the public, vendors, staff, and others in a professional manner.
- Ability to make public presentations in a competent and professional manner.

**Physical Requirements and Environmental Conditions**

- Work irregular hours, including being called in, or required to stay, beyond or in addition to regular work assignment.
- Work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires moderate to heavy work with maximum weight in excess of 100 pounds to lift and carry with assistance.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Utilize the following tools and equipment, including but not limited to: switches, operating controls, consoles, computers, 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 detainee in a wheelchair, assist with showering and other personal tasks as needed.
- Manual and finger dexterity.
- Hand and eye coordination.
- Corrected vision and hearing to within normal range.

**General Sign-off**

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

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**Employee's Signature**

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**Date**



# ROOSEVELT COUNTY EMPLOYMENT APPLICATION

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES – 109 W. 1<sup>st</sup> 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		Semester Hours Completed	Graduated		Expected/or Graduation Date	Type of Diploma or Degree	Major and/or Minor Field of Study
		From	To		Yes	No			
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.

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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 \_\_\_\_\_

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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

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**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 ORIGINAL APPLICATION MUST BE COMPLETED IN FULL, SIGNED, AND RETURNED. NO FACSIMILES WILL BE ACCEPTED.**

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
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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
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Describe Your Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present 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 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 your present 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:

<u>DATE</u>	<u>INJURY</u>	<u>EMPLOYER</u>	<u>DOCTOR</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____