
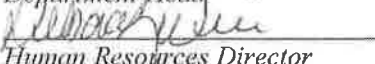


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Detention Center Captain	<b>PAY GRADE:</b> 23
<b>DEPARTMENT:</b> Detention Center	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Facility Director	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>	
<b>APPROVED:</b> <u></u> Department Head	<u>6/20/2014</u> Date
<u></u> Human Resources Director	<u>6/25/14</u> Date

**I. PURPOSE SUMMARY.** Under the direction of the Facility Director, is responsible for managing, supervising and coordinating the operational, support or compliance activities of the Detention Center. The Captain will plan, organize and direct the activities in their assigned areas of responsibility of the Doña Ana County Detention Center Facility to ensure the health, safety and welfare of detainees and the continuous safe and secure operations of the facility.

**II. ESSENTIAL DUTIES.**

- Participates in the development and administration of the Detention Section; schedules and assigns work activities, projects and programs; monitors workflow; participates and assists in development of policies and procedures; reviews and evaluates work products, methods, and procedures; develops and implements goals and objectives; conducts complaint investigations; and reviews use of force situations.
- At the discretion of the Director, may be assigned to provide oversight and direction of any and all systems to include classification systems, booking, mental health, medical, juvenile, and any subsection or department in the operations, support or compliance sections of the Detention Center.
- Assists in accomplishing the mission, goals and long-range planning of the Detention Center.
- Monitors and provides independent review and analysis to ensure quality of care and services in compliance with regulatory, statutory and accreditation guidelines.
- Provides guidance, oversight and day-to-day assistance to the Lieutenants and Sergeants.
- Provides leadership, direction and coaching to employees; provides assistance and training in technical issues, techniques, statutory requirements and other responsibilities; monitors work and reviews assigned department activities.
- Performs daily supervision of staff assigned to include training, motivating and evaluating personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures and regulatory and statutory requirements.
- Prepares various reports including reports on operations and activities, operating procedures, rules, and regulations; assists in the development and revision of office forms and report format, as well as report preparation procedures.
- Reviews disciplinary matters concerning both staff and inmates.

- Reviews and reports all detainee and staff personal injury incidents.
- Communicates with members of the public, colleagues and supervisors to provide directions and guidance; delegates assignments and listens to and resolves complaints; provides oversight and corroborates with facility maintenance by providing oversight for the facility maintenance checklist in assigned area of responsibility.
- Responds to inmate due process issues.
- Responds as assigned for critical incident command post as identified by the Director.
- Supervises and assists, when necessary, in the processing of inmates into the facility.
- Conducts inspection tours to ensure compliance with all security, safety, sanitation, contraband, fire and/or other facility regulations, policies and procedures.
- Responsible for knowing and abiding by all Detention Center and Doña Ana County policies and procedures..
- At the discretion of management, this position may be reassigned based on the needs of the facility.

**If Assigned to:**

**Compliance:**

- Conducts, coordinates, implements, and oversees the development and accreditation processes for the facility.
- Develops, organizes and accurately maintains all files required for facility accreditation and/or reaccreditation and audits.
- Serves as the PREA (Prison Rape Elimination Act) Coordinator for the facility.
- Processes a variety of documentation associated with detention center operations and retains records as appropriate related to accreditation standards and PREA.
- Participates in policy development and review to include the creation of new policies, regular review of policies and the coordination of policy changes based on changing standards.
- Facilitates the dissemination of new policies and standards and provides direction and guidance in interpretation of the new policies and standards.
- Ensures facility compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations in relation to the programs, services and Prison Rape Elimination Act (PREA) for detainees and inmates.
- Serves as the liaison and contact person for all licensing, contractual and accreditation representatives; prepares and coordinates all licensing inspections, contractual reviews and accreditation/re-accreditation surveys.
- Prepares reports for management on compliance issues and requirements.
- Completes and submits required periodic accreditation compliance reports and surveys to facility director and/or accrediting bodies as required or requested; prepares reports for management on compliance issues and requirements.
- Provides notice at regular intervals to facility director of compliance with regulatory requirements and provides immediate notice to facility director of non-compliance with regulatory requirements.
- Provides information on accreditation to Director and administration and training to ensure familiarization with the certification/accreditation process.

- Coordinates regularly scheduled compliance audits and investigates and resolves or recommends resolution of complex compliance issues.
- Performs additional related duties as assigned.
- Responsible for following orders defined in Post Order 2A-04-039.

**Operations:**

- Plans, manages, monitors, and coordinates the operations of the facility.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures and regulatory and statutory requirements.
- Responds and resolves operational issues within the facility.
- Supervises security and control activities and staff during assigned shift, providing for maximum facility coordination, inmate supervision and safety, and preparation of records and reports.
- Processes a variety of documentation associated with detention center operations, per established procedures and within designated timeframes.
- Responsible for employee scheduling to ensure adequate coverage.
- Prepares reports for management on operations issues and requirements.
- Participates and assists in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of inmates.
- Performs additional related duties as assigned.
- Responsible for following orders as defined in Post Order 2A-04-002.

**Support:**

- Provides oversight and direction of any and all systems to include classification, booking, mental health, medical, juvenile, and any subsection or department.
- Supervises the procurement expenditures of the assigned section(s); provides supervision and research to procurement issues and related matters; provides oversight of departments as assigned; oversees the healthcare and maintenance of these assigned areas according to contracts.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures and regulatory and statutory requirements.
- Responsible for employee scheduling to ensure adequate coverage.
- Prepares reports for management on support issues and requirements; processes a variety of documentation associated with detention center support systems, per established procedures and within designated timeframes.
- Participates and assists in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of inmates.
- Performs additional related duties as assigned.
- Responsible for following orders as defined in Post Order 2A-04-001.

**III. ADDITIONAL DUTIES.** Performs related duties as assigned.

#### IV. QUALIFICATIONS.

**A. Education.** High School Diploma or GED required. Bachelor's degree in public administration, law enforcement, criminal justice, counseling, psychology or related field preferred.

**B. Education substitution.** In accordance with County policy.

**C. Experience.** Ten (10) years of increasingly responsible full-time work experience in a detention facility, correctional institute, or similar type program that dealt with the adjudication and incarceration of individuals in a confined and controlled environment; including five (5) years of supervisory experience at a Lieutenant or Shift Supervisor level in a detention facility, correctional institute, or similar type program as defined above. (No substitution for required supervisory experience).

**D. Experience substitution.** In accordance with County policy. No substitution for required supervisory experience.

**E. Licenses/Certifications.** Valid driver's license; be able to obtain certifications for CPR and First Aid within six (6) months of hire.

**F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Post-offer medical exam, polygraph, psychological exam, background check, NCIC, and driver's license record.

##### 1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

**Knowledge of:** Operations, services and activities of a comprehensive corrections and detention program. Laws, regulations and procedures applicable to the operation of holding facilities and victim's rights; CIC/NCIC/PACE/AFIS systems, security and privacy; Federal, State and local law enforcement agencies, their functions, jurisdiction, procedural, and operational relationships to the Detention Center; budget principles and practices; and modern supervisory, training and evaluation methods, theories and practices.

**Skilled in:** Computer equipment and software for spreadsheets and databases; conducting complete and accurate investigations; statistical analysis, research methods and report presentation. Use and care of weapons, including firearms, and in restraint and self-defense tactics.

**Ability to:** Establish and maintain effective working relationships; analyze problems and identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; make sound judgments and use discretion in applying and interpreting department policies and procedures and in planning, assigning, directing and evaluating the work of other employees; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; provide leadership and manage and supervise two 24-hour holding facilities, as well as perform the essential functions of a detention officer; interpret and explain statutory requirements, rules, regulations, procedures, and standards of operations; make decisions regarding audit protocols, contract compliance, policy compliance, and compliance with applicable standards; respond to questions and inquiries regarding standards, audit protocols, policy rules and regulations applicable to the Detention Center; resolve problems and noncompliance issues; develop, organize and accurately maintain accreditation files and

historical policy files as proof of compliance; think creatively to achieve compliance with challenging standards; speak publicly about the accreditation process and train personnel; interact effectively with all levels of staff and explain information in a clear, concise and understandable manner to all personnel; plan, organize and coordinate tasks and workload according to established deadlines; exercise mature judgment to make independent analysis and report findings; comprehend and make inferences from material written in the English language; listen and communicate clearly and concisely, both verbally and in writing, and interact effectively with individuals of varied social, economic, cultural, and ethnic backgrounds; learn and perform first aid and Cardio Pulmonary Resuscitation (CPR) procedures; when required, use sufficient physical force to complete the detaining of prisoners; recognize unusual medical, physical, or mental conditions of prisoners; recall visual details; and testify in court.

2. **FREEDOM TO ACT.** The supervisor sets the overall objectives and resources. The position is responsible for planning and carrying out the assignment, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.

3. **GUIDELINES AND JUDGMENT.** Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.** Standing, sitting, kneeling, stooping, lifting, bending, climbing, twisting upper body, walking, running, driving, carrying, hearing, and talking; exposure to outdoor conditions; qualifying with and carrying a weapon as required; the ability to take physical control of another person as needed; and exposure to the following conditions: volatile or stressful situations, computer screens and individuals with risks of illness. May be required to work rotating shifts, weekends and holidays.

In the event of an emergency, the Captain must be able to perform physical functions as follows: Respond to emergencies, e.g., run at full speed at a distance of 600 feet or more without being out of breath and then be able to assist staff and/or detainee on the scene. Buddy lift and/or move detainees, restrain detainees when necessary, assist disabled detainees with showering or other personal needs, and regularly carry up to 80 pounds. Bend over and lift up to 60 pounds from ground level to waist level at least twice a day. Climb or descend stairs as many as 50 times a day. Carry approximately 8 pounds on waist for entire 12-hour shift. Work with arms bent or extended for up to 4 hours at a time.

5. **WORK ENVIRONMENT.** Employee is exposed to health hazards including an emergency or dangerous situations that may result in personal injury, death or hostage situations, poor personal hygiene of detainees, and infectious diseases carried by detainees.

Employee is exposed to long-working hours and job induced emotional and mental stress and tension.

NOTE: This job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of the designated employee.

6. **SUPERVISORY RESPONSIBILITY.** The position supervises other supervisors. The position plans overall work objectives; establishes department goals and objectives; coordinates diverse work activities and programs; budgets and allocates resources; measures performance against goals and objectives.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_

*Employee*

\_\_\_\_\_

*Date*