Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Corrections Internal Affairs Investigator

JOB CODE	JOB FAMILY	PROFILE
JCP210	**Legal & Compliance**	**Corrections Internal Affairs Investigator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 12, 2026**

The Corrections Internal Affairs Investigator conducts complex, sensitive, and impartial investigations into alleged violations involving inmates, staff, contractors, and other individuals at the Metropolitan Detention Center (MDC). Investigations are carried out in accordance with professional standards, applicable laws, regulations, policies, and collective bargaining agreements. This position ensures confidentiality of investigative matters as required by law and policy.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts timely, thorough investigations into allegations of misconduct or policy violations involving inmates, staff, contractors, vendors, volunteers, or visitors at MDC.
- Applies appropriate and ethical investigative methods, including interviews and, when necessary, forensic techniques, to gather relevant facts.
- Prepares comprehensive investigative reports that include statements, exhibits, and outcomes in accordance with applicable laws, policies, and procedures.
- Submits reports, findings, and notifications to relevant departments or external authorities as required.
- Maintains accurate records and documentation of all investigations, including logs, summaries, and final reports.

- Provides testimony or responds to findings in disciplinary hearings, unemployment hearings, court proceedings, or other official forums, as needed.
- Supports the overall effectiveness and integrity of MDC's internal affairs operations by identifying trends, risks, and areas for improvement.
- Performs other job-related duties as required or assigned to support departmental goals.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or a related field.
- Two (2) years of work experience conducting investigations or Internal Affairs investigations.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most duties are performed indoors in a temperature-controlled environment.
- Some duties may require work outdoors, with exposure to natural weather conditions.
- Work is performed in a correctional facility environment and may involve exposure to noise, potentially dangerous situations, and other hazards that could result in serious bodily injury.
- Exposure to intermittent noise, vibration, fumes, odors, contagious diseases, and potentially hostile or volatile situations may occur.
- Indoor surfaces are typically level and may be carpeted or tiled; stairs may be used.

- Outdoor duties may involve the use of stairs or ladders and may take place on inclines or uneven terrain.
- Outdoor surfaces may be wet or dry and range from natural ground to asphalt or concrete.
- Employee may be required to work a flexible schedule, including evenings, weekends, or holidays.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Occasionally, the employee may be required to handle first aid and oxygen equipment.
- Materials handled include a variety of forms, reports, paperwork, writing instruments, and standard office supplies.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.