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Lieutenant (Corrections)

JOB CODE	JOB FAMILY	PROFILE
JCM212	**Correctional**	**Lieutenant (Corrections)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**October 14, 2026**

Under the general direction of an assigned supervisor, will supervise, assign, review and participate in the work of staff responsible for assigned divisions within the metropolitan detention/corrections system to ensure work quality and adherence to established policies and procedures. Will perform the more technical and complex tasks relative to assigned areas of responsibilities.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise, assign, review and participate in the work of staff responsible for activities and operations of the correctional program.
- Ensure work quality and adherence to established policies and procedures.
- Assist in the selection, training, motivation and evaluation of correctional service personnel; provide or coordinate staff training; work with employees to correct deficiencies and ensure discipline.
- Coordinate the investigation of timely response to grievances from inmates.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Coordinate the transportation of inmates to and from department facilities; monitor and supervise the security of inmates outside of detention facilities.

- Notify and ensure special needs requirements of inmates including transportation or handling; work with law enforcement officers regarding court matters and sentencing.
- Represent assigned division to other divisions; departments, elected officials and outside agencies; coordinate assigned activities with those of other divisions, departments and outside agencies and organizations. Explain, justify and defend division programs, policies and activities, negotiate and resolve sensitive and controversial issues as necessary.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of corrections, criminology, social work or related fields.
- Perform correction officer duties and responsibilities, as circumstances require.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ***The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.***

MINIMUM QUALIFICATIONS

- Bachelor degree or any combination of post-secondary education and/or experience totaling five (5) years and must have worked a minimum of two (2) years' as a Sergeant at MDC as of the completion of the promotional process.
- Current certification as a Certified Jail Officer (CJO) through the American Jail Association shall service as credit for one (1) year of experience in corrections.
- Current certification as a Certified Jail Manager (CJM) through the American Jail Association shall serve as credit for two (2) years of experience in corrections.
- Knowledge of the principles and practices of the criminal justice system, law enforcement, modern booking procedures, corrections and detention theory and practice.
- Knowledge of correctional institution security and inmate security practices, occupational hazards and standard safety practices.
- Knowledge of pertinent federal, state, and local codes, laws, and regulations and the ability to interpret and apply them.
- Proficiency in the use of Windows-based word processing, spreadsheet, and database software.
- Skill in the use and care of weapons, including firearms, and in restraint and self-defense tactics.
- Skill in the techniques of obtaining information through interrogation, investigation and corrections observation.
- Ability to plan, organize, direct and coordinate the work of lower level staff; to supervise, train and evaluate them; to delegate authority and responsibility.
- Ability to analyze hazardous situations in a rational, mature and confident manner and to act effectively; to remain calm and effective under stressful situations.

- Ability to prepare clear and concise administrative reports.
- Ability to analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective relationships with staff, subordinates, County officials, and the general public.

ADDITIONAL REQUIREMENTS

SCREENING AND COMPLIANCE

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

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.
- Employee must comply with the safety guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.
- Must currently be serving in a non-probationary status at the Metropolitan Detention Center.

WORKING CONDITIONS

- Shift work is required.
- The majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Worker may perform duties with or without directions from a supervisor.
- Worker may perform duties alone, or as part of a select team.

- Work hazards include high stress level of job, operation of a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties include the telephone, computer, telefax machine, typewriter, photocopy machine, pager and two-way radio.
- Utilizes security equipment, restraint equipment, and mace as necessary, and weapons based on assignment.
- Utilizes first aide equipment, oxygen, fire extinguishers and other safety equipment on an as needed basis
- Operates a county vehicle as assigned.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

FUNCTIONAL ANALYSIS

- **NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- 1. Must be able to plan, organize, train and direct the work of others as well as own work.
- 2. Must be able to communicate orally and in writing with superiors, subordinates, co-workers and the general public.
- 3. Must be knowledgeable of and able to apply knowledge of laws, regulations and procedures concerning safety, security and corrections operations.
- 4. Employee must be able to read and understand written directions in English.
- 5. Must be able to write reports and narrative in proper format using correct punctuation, spelling and grammar.
- 6. Must be able to speak effectively before a group of people using correct English.
- 7. Must be able to understand such concepts as ratios, proportions and percentages.
- 8. Must possess basic math and computer skills.
- 9. Must be able to plan and direct the work of others as well as being able to plan own work.
- 10. Must be able to use tact and courtesy in working with a wide range of individuals, sometimes under tense or extreme circumstances.
- 11. Must possess good judgment for quick action in emergency situations.
- 12. Must possess the adaptability to perform a variety of duties, often changing from one task to another task of a different nature without loss of efficiency or composure.

- 13. Must possess the ability to understand and apply knowledge of policies and procedures of the Corrections Department, County Ordinances.
- 14. Must possess the ability to analyze situations in order to take effective and reasonable courses of action.

PHYSICAL FUNCTIONS

- 1. Must be able to stand/walk for up to eight hours per day with periodic breaks.
- 2. Must be able to sit up to eight hours per day with periodic breaks.
- 3. Must be able to sprint in pursuits.
- 4. Must be able to run in pursuit for over two minutes.
- 5. Must be able to run over uneven terrain.
- 6. Must be able to run up/down stairs.
- 7. Must be able to kneel and crouch for short periods on an occasional basis as needed when performing essential duties.
- 8. Must be able to crawl.
- 9. Must be able to jump over obstacles.
- 10. Must be able to vault over obstacles.
- 11. Must be able to pull self over obstacles.
- 12. Must be able to enter, drive and exit vehicle as necessary.
- 13. Must be able to drive in pursuits.
- 14. Must be able to bend at the waist and reach, twist/rotate waist as needed on a frequent basis when performing essential duties.
- 15. Must be able to drag victims to safety OR May be called upon to drag, push, lift or carry heavy objects, assisted or unassisted, in routine and emergency circumstances.
- 16. Must be able to extract victims.
- 17. Must be able to push heavy objects.
- 18. Must be able to push/pull with arms with sufficient force to drag or restrain persons of varying strengths and size as needed.
- 19. Must be able to work with arms extended on a frequent basis.
- 20. Must be able to lift (light <25 lbs.
- 21. Must be able to lift (moderate 26-100 lbs.)
- 22. Must be able to lift (heavy > 100 lbs.)

- 23. Must be able to carry (light <25 lbs.) up to 170 ft.
- 24. Must be able to carry (moderate 26-50 lbs.) up to 110 ft.
- 25. Must be able to carry (heavy > 50 lbs) up to 75 ft.
- 26. Must be able to carry equipment up and down stairs.
- 27. Must be able to use force less than 1 minute.
- 28. Must be able to use force more than 1 minute.
- 29. Must be able to use restraints.
- 30. Must be able to use control holds.
- 31. Must be able to use hands and feet.
- 32. Must be able to force entry using pulling/pushing.
- 33. Must be able to force entry using tools.
- 34. Must be able to use legs to lift, restrain, or drag individuals as needed.
- 35. Must be able to use legs to maintain balance in the performance of essential duties, sometimes in emergency situations.
- 36. Must be able to use hands and fingers to grasp/manipulate equipment, persons, and materials as needed in performance of essential duties.
- 37. Must be able to coordinate the use of hands and eyes in the operation of a vehicle, operation of equipment, and the performance of other essential duties.
- 38. Must be able to dodge obstacles.
- 39. Must be able to climb over obstacles.
- 40. Must be able to climb over ledges.
- 41. Must be able to climb through windows(s).
- 42. Must be able to climb ladders.
- 43. Must be able to climb fences.
- 44. Must be able to maintain balance in the performance of essential duties and emergency situations.
- 45. Must be able to react quickly to unpredictable situations with inmates, which may require rapid or heavy physical exertion.
- 46. Ability to apply first aid, CPR and related emergency practices and techniques.
- 47. Must be able to safely and effectively utilize firearms when assigned to perform duties as a Transport Officer.

- 48. Must be able to pass the physical ability test involving the following activities in the timeframe deemed appropriate: Jump 13.5 inches vertically, bench press 63% of body weight; perform agility run in 18.8 seconds, run 300 M in 67 seconds, perform 11 push-ups, perform 23 sit-ups in 1 minute, run 1.5 miles within 19 minutes and 53 seconds.
- 49. If employee/incumbent is unable to pass the Physical ability Test, he/she must be able to pass the Job Task Simulation Tests.

> **Scenario #1 – FIRE/RESCUE = 65 seconds.“This scenario simulates responding to a fire in a cell and backing up a fellow Correction Officer (CO) who may be down. Beginning in the Administrative area, on the command “Go”, you will sling or grab an air pack and a fire extinguisher and run to the pod. After entering the pod, you will run to the stairs, up the stairs and pull open the cell door. After entering the cell you will wave the fire extinguisher wand across the room three times to simulate fire suppression. Put the fire extinguisher down and lift the 150 lb. simulated CO from the lying position from the floor and drag the downed CO 30 ft. to safety.”**

> **Scenario #2 – ASSISTANCE CALL = 184 seconds.“While eating in the dining services hall you get an assistance call in the Segregation Unit. On the command “GO” you will exit staff dining, turn right and run to the Segregation Unit. Turn and enter the unit and run to the disturbance in the middle of the floor. Go to your back on the floor to simulate slipping or getting knocked down, get up and deliver 2 elbow strikes and 2 knee strikes to the impact bag. Go to the floor and roll the dummy on the floor 4 times in 1 direction and 4 times in the other direction. Simulate prone handcuffing by bringing the dummy’s hands together at the mid line of the dummies back.”**