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Policy and Procedure Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP228	**Correctional**	**Policy and Procedure Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**July 4, 2026**

The Policy and Procedure Coordinator develops, maintains, and implements departmental policies, procedures, forms, and post orders. This role ensures alignment with the American Correctional Association (ACA) standards and supports organizational effectiveness and project management through policy oversight and strategic planning.

Job Description

DUTIES AND RESPONSIBILITIES

- Assist in developing, implementing, and evaluating the department's strategic plan.
- Research correctional facility policies, federal and state laws, and ACA standards to ensure ongoing compliance.
- Recommend updates to policies and procedures to reflect operational changes.
- Maintain official records of policy drafts, revisions, approvals, and dissemination in accordance with ACA standards.
- Define and establish standards for drafting, revising, and approving policies and procedures.
- Draft, edit, and revise departmental policies and procedures in coordination with County Legal, MDC Administration, and MDC Training.
- Collaborate with management and staff to implement new or revised policies in a timely and effective manner.

- Monitor, evaluate, and report on policy implementation, updates, and compliance.
- Participate in professional meetings and stay current on trends and innovations in corrections, criminology, social work, and related fields.
- *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, Social Science, Public Administration, or a related field.
- Two (2) years of work experience in policy development, planning and implementation, or a related field.

*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.
- 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 working outdoors, with exposure to natural weather conditions.
- May encounter intermittent noise, vibrations, fumes, odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor surfaces are typically even, dry, and may be carpeted or tiled; may involve stair use.
- Outdoor surfaces may be even or uneven, wet or dry, and include natural ground, asphalt, or concrete.
- Outdoor duties may involve stairs, ladders, inclines, or hills.
- Must be available for on-call response during emergencies.
- Job stress may be high, and duties may involve operating a vehicle.

- Work is performed in a correctional facility, with direct exposure to inmates and potential risk of serious injury or death.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- May use security equipment, restraints, and chemical agents (e.g., mace), as well as weapons, depending on assignment.
- May use first aid supplies, oxygen tanks, fire extinguishers, and other emergency safety equipment as needed.
- Operates a county vehicle when assigned.
- Handles various materials and documents, including forms, reports, writing utensils, and standard office supplies.