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PREA Compliance Officer

JOB CODE	JOB FAMILY	PROFILE
JCP229	**Correctional**	**PREA Compliance Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 17, 2026**

The PREA Compliance Officer coordinates, monitors, and evaluates efforts to prevent, detect, and respond to sexual misconduct in accordance with the Prison Rape Elimination Act (PREA). Serves both the Youth Services Center and the Metropolitan Detention Center, ensuring compliance with PREA, American Correctional Association (ACA) standards, and New Mexico Association of Counties (NMAC) accreditation requirements. Implements program improvements and tracks compliance metrics to support a safe and legally compliant facility environment.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the PREA Administrator in conducting audits to ensure compliance with department policies and applicable PREA standards.
- Collects, analyzes, and reports compliance data; recommends program improvements and prepares reports and statistical summaries as required.
- Serves as the Retaliation Monitor and provides reports on retaliation concerns to the PREA Administrator and other designated personnel.
- Identifies trends, patterns of employee noncompliance, and other issues; reports findings to support corrective action.
- Participates in Sexual Assault Review Meetings; facilitates meetings in the absence of the PREA Administrator.

- Investigates and interviews victims; responds immediately to all allegations of sexual misconduct in accordance with PREA standards and protocols.
- Ensures that all incidents of sexual misconduct are promptly reported to management; identifies and reports false allegations that may require disciplinary action.
- Coordinates procedures for identifying and monitoring reported incidents to ensure compliance with state and federal regulations.
- Works with management to conduct PREA compliance audits and ensures alignment with department policies.
- Provides routine updates to management regarding policy changes and program improvements.
- Handles sensitive and confidential information, records, and decisions in accordance with legal and ethical standards.
- *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, Criminology, Public Administration, Human Services, or a related field.
- Two (2) years of work experience involving law enforcement or government compliance.

*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 require working outdoors, with exposure to natural weather conditions.

- May be exposed to intermittent noise, vibration, fumes, odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor surfaces are typically even, dry, and may be carpeted or tiled; duties may involve using stairs.
- Outdoor surfaces may be even or uneven, wet or dry, and include natural ground, asphalt, or concrete.
- Outdoor duties may require use of stairs or ladders and may be performed on inclines or hills.
- Job hazards may include working in a correctional facility environment with exposure to high noise levels, dangerous situations, and risk of serious bodily injury or other health hazards.
- Employee may be required to work a flexible schedule, including irregular hours.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- May occasionally handle first aid and oxygen equipment.
- Handles a variety of materials, including reports, forms, documents, 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.