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Sergeant (Corrections)

JOB CODE	JOB FAMILY	PROFILE
JCM124	**Correctional**	**Sergeant (Corrections)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 12, 2026**

Under the direction of the Lieutenant-Metropolitan Detention Center (MDC) will supervise, coordinate and monitor the work activities of an assigned unit of Corrections Officers to ensure adherence to laws and department regulations that apply to detention and corrections. Will perform Correction Officers duties and a variety of other duties relative to assigned area of responsibility.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise, schedule and monitor the work activities of assigned section or unit; resolve informal personnel matters and recommend personnel and disciplinary actions to command officers.
- Assist in conducting shift briefings, scheduling officers to duty posts and performing periodic inspections to ensure proper staffing; ensure the flow of information between shifts and the orderly transition of command.
- Review and evaluate the work of subordinates for effectiveness, efficiency, and adherence to established policies and procedures.
- Supervise, monitor and conduct inmate-housing checks and cell searches for inmate counts and detection of contraband; conduct uniform and equipment inspections of shift personnel.
- Direct staff actions in emergency or unusual situations; provide instruction regarding security of the public lobby, parking lots, facility perimeter and beyond as necessary.
- Assist in the interpretation of policies, procedures, bulletins, and other information.

- Perform Correction Officer duties on a routine basis as needed that may include the transport of inmates, supervision of inmate work detail and supervision of community custody programs.
- Prepare, review, approve, and forward all reports as directed by the Commanding Officer.
- Conduct safety checks, fire checks, fire drills and coordinate follow-up maintenance and inspect equipment and prepare all required inspection reports.
- Assist in the investigation of timely response to grievances from inmates.
- Prepare and/or review reports a required; maintain records, logs, and forms as directed.
- Review inmate release paperwork and detainers; assist booking personnel as needed.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- May serve as Acting Lieutenant in accordance with corrections policy.
- ***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

- Officers are required three (3) years experience (off probation) at the MDC to participate in the Sergeant promotional process. If the three (3) years is complete prior to the completion of the promotional process, the Officer may partake in that process.
- Current certification as a Certified Jail Officer (CJO) or Certified Jail Manager (CJM) through the American Jail Association shall serve as credit for one (1) year experience in corrections.
- Employee must have a valid New Mexico driver's license by employment date and maintain a valid NM driver's license while employed in this position.

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.
- Employee must comply with the safety guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and maintain a valid license while employed in this position.
- Must currently be serving in a non-probationary status at the Metropolitan Detention Center.

WORKING CONDITIONS

- Essential duties are performed both indoors and occasionally outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to intermittent noise and vibration 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 alone, both with and without directions from supervisor.
- Other duties are performed as part of a select team or as part of a group of individuals.
- Work hazards include high stress level of job and 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 ask questions of supervisors and be able to listen to and follow verbal directions in English.

- 2. Must be able to read and understand written directions in English.
- 3. Must be able to communicate verbally with superiors, co-workers and the general public.
- 4. Must be knowledgeable of and able to apply knowledge concerning laws, regulations and safety.
- 5. Employee must be able to communicate orally and in writing in English.
- 6. Must be able to write reports and narrative in proper format using correct punctuation, spelling and grammar.
- 7. Must be able to speak effectively before a group of people using correct English.
- 8. Must be able to understand such concepts as ratios, proportions and percentages.
- 9. Must possess basic math skills.
- 10. Must be able to accurately estimate distances in order to maintain safety while operating equipment.
- 11. Must be able to plan and direct the work of others as well as being able to plan own work.
- 12. Must be able to use tact and courtesy in working with a wide range of individuals, sometimes under tense or extreme circumstances.
- 13. Must possess good judgment for quick action in emergency situations.
- 14. 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.
- 15. Must possess the ability to understand and apply knowledge of policies and procedures of the Corrections Department and County Ordinances.
- 16. 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 work with arms extended on a frequent basis.
- 21. Must be able to lift (light <25 lbs.
- 22. Must be able to lift (moderate 26-100 lbs.)
- 23. Must be able to lift (heavy > 100 lbs.)
- 24. Must be able to carry (light <25 lbs.) up to 170 ft.
- 25. Must be able to carry (moderate 26-50 lbs.) up to 110 ft.
- 26. Must be able to carry (heavy > 50 lbs) up to 75 ft.
- 27. Must be able to carry equipment up and down stairs.
- 28. Must be able to use force less than 1 minute.
- 29. Must be able to use force more than 1 minute.
- 30. Must be able to use restraints.
- 31. Must be able to use control holds.
- 32. Must be able to use hands and feet.
- 33. Must be able to force entry using pulling/pushing.
- 34. Must be able to force entry using tools.
- 35. Must be able to use legs to lift, restrain, or drag individuals as needed.
- 36. Must be able to use legs to maintain balance in the performance of essential duties, sometimes in emergency situations.

- 37. Must be able to use hands and fingers to grasp/manipulate equipment, persons, and materials as needed in performance of essential duties.
- 38. 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.
- 39. Must be able to dodge obstacles.
- 40. Must be able to climb over obstacles.
- 41. Must be able to climb over ledges.
- 42. Must be able to climb through windows(s).
- 43. Must be able to climb ladders.
- 44. Must be able to climb fences.
- 45. Must be able to maintain balance in the performance of essential duties and emergency situations.
- 46. Must be able to react quickly to unpredictable situations with inmates, which may require rapid or heavy physical exertion.
- 47. Ability to apply first aid, CPR and related emergency practices and techniques.
- 48. Must be able to safely and effectively utilize firearms when assigned to perform duties as a Transport Officer.
- 49. 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.
- 50. 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 dummy's back."