Human Resources
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Captain (Corrections)

JOB CODE	JOB FAMILY	PROFILE
JCM305	**Correctional**	**Captain (Corrections)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Captain (Corrections) directs, manages, supervises, and coordinates assigned programs and activities within a designated unit of a detention or corrections facility. Ensures enforcement of policies, procedures, and regulations, assumes custodial responsibilities for an adult municipal facility, and provides complex administrative support for the assigned unit. Supervisory duties include hiring, training oversight, performance evaluation, coaching, discipline, and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Assumes management responsibility for services and activities within the assigned unit.
- Manages and oversees custodial operations in an adult municipal facility that houses individuals charged with or convicted of legal or ordinance violations.
- Supervises the inmate population, maintains security and order, prevents escapes, restrains violent individuals when necessary, and pursues individuals on foot if needed. Maintains required certifications and training, including restraint techniques and correctional procedures.
- Develops and implement goals, objectives, policies, and priorities for assigned programs. Responds to emergencies and conducts welfare checks in assigned units.
- Monitors facility operations to ensure compliance with safety and security standards. Recommends and implements disciplinary actions when appropriate.

- Plans, directs, and reviews the work of assigned staff. Assigns tasks, monitors work quality and progress, and meets with staff to resolve issues.
- Initiates, reviews, and manages reports and records, including investigations, control plans, and incident documentation.
- Documents and serves legal actions and ensures proper processing, recording, filing, and distribution. Identifies incidents that require Internal Affairs investigations and coordinates those investigations through to resolution.
- Monitors subpoena service for department employees and testifies in court or administrative hearings as needed.
- Assists with responses to grievances, appeals, and EEOC complaints. Schedules witnesses and presents information during personnel board hearings.
- Participates in developing and administering the division's budget and forecasting resources for staffing and operations.
- Serves as a liaison to other divisions, departments, elected officials, and outside agencies. Coordinates activities and resolves sensitive or controversial issues.
- Represents the department on boards, commissions, and committees. Prepares and presents reports and correspondence. Provides professional support to supervisors.
- Attends professional meetings and stays current on trends and innovations in corrections, criminology, social work, or related fields.
- Responds to and resolves difficult or sensitive inquiries and complaints from the public.
- *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, Business Administration, or a related field.
- Six (6) years of work experience in a corrections/detention facility with increasingly responsible work in a management position.
- Two (2) years of experience as a Lieutenant in a corrections/detention facility.

*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 essential duties are performed indoors in a temperature-controlled environment.
- Some duties are performed outdoors, where the employee is exposed to natural weather conditions.
- May be exposed to intermittent noise, vibrations, various fumes and odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor surfaces are typically even, carpeted or tiled, and dry, and may involve the use of stairs.
- Outdoor surfaces may be even or uneven, dry or wet, and may involve stairs, ladders, inclines, or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- May perform duties alone, with or without supervision, or as part of a team.
- Job involves high-stress situations and may require driving a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses standard office equipment such as telephones, computers, fax machines, photocopiers, pagers, and two-way radios.
- Uses security and restraint equipment, mace, and weapons as assigned.
- Uses first aid equipment, oxygen tanks, fire extinguishers, and other safety equipment as needed.
- Handles a variety of forms, reports, writing tools, and standard office supplies.
- Operates a county vehicle as required.

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.