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# Captain (Sheriff)

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCM505** | **Public Safety** | **Captain (Sheriff)** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$89,128.00 - $140,733.00** | **November 4, 2026** |

The Captain (Sheriff) directs and coordinates operations of an assigned division (e.g., Criminal Investigation, Field Services, or Support Services). This role assigns personnel and equipment, administers discipline, and continuously reviews division programs. Works under the general direction of the Sheriff, Undersheriff, and Chief Deputy. Supervisory duties include hiring, training oversight, performance assessment, coaching, discipline, and termination.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Formulates and prescribes work methods and procedures for personnel within the assigned division.
- Assigns tasks to subordinate officers and supervise section leaders.
- Coordinates investigations into allegations of employee misconduct.
- Advises and assists officers in complex investigations and personally handles unusual law enforcement problems.
- Consults regularly with the Sheriff, Undersheriff, and Chief Deputy to develop and review plans and programs that improve productivity, efficiency, and effectiveness.
- *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

- Associate's Degree in related field or post-secondary education equivalent to 60 semester hours in related field.
- Ten (10) years of current law enforcement experience in Bernalillo County Sheriff Department.
- Minimum Six (6) months at the rank of Lieutenant.

*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.
- A 30-day trial period for those promoted to Captain; during this period, either the individual or the County may initiate a return to the former classification/rank without the right to appeal

## WORKING CONDITIONS

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required for essential duties, and the worker is exposed to natural weather conditions while performing outdoor duties.
- The worker may be exposed to intermittent noise and vibration factors, particularly while in the squad car.
- The worker may be exposed to a variety of fumes, odors, and gases in the performance of essential duties.
- The indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- The 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.
- The worker may perform duties alone or as part of a select team.

- Work hazards include the high stress level of the job, operation of a vehicle at potentially high speeds, and exposure to bodily harm or possible death in the performance of certain job duties.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, copy machine, and two-way radio.
- Equipment and materials used to perform patrol duties include a law enforcement vehicle, two-way radio, officer's uniform and badge, body armor, duty belt, firearm, baton, traffic vest, flashlight, helmet or riot shield, first aid kit, fire extinguisher, flares, gloves, and a mouthpiece for performance of cardio-pulmonary resuscitation.
- 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.

### 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.