Human Resources
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# Chaplain

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCP205** | **Community & Recreational Services** | **Chaplain** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$54,018.00 - $85,363.00** | **April 10, 2026** |

The Chaplain plans, facilitates, and directs organized religious programs. Serves as a faith leader, offering support, guidance, and counseling to individuals in need. Ensures compliance with all guidelines, policies, rules, and regulations at the assigned office. Provides direction, access, and accommodation for religious programs, including coordination with special interest groups and the local community.

## Job Description

### DUTIES AND RESPONSIBILITIES

#### FUNCTIONAL AREA

#### METRO DETENTION CENTER (MDC)

- Plans, directs, and supervises all aspects of religious programs and volunteer groups at MDC, including approving all inmate religious/spiritual programs.
- Recruits and trains volunteers on a nondiscriminatory basis, including lay or clergy volunteers from the community.
- Develops and maintains professional relationships with religious and spiritual leaders in the community.
- Communicates with community religious and spiritual groups regarding programs, equipment, and materials used in related services.

- Ensures each inmate has a reasonable opportunity to practice their religious or spiritual beliefs on a neutral, nondiscriminatory basis. Provides reasonable accommodations for religious practices.
- Provides training by qualified professionals to personnel involved in religious programming or accommodation decisions.
- Responds to and resolves sensitive inquiries and complaints related to religious issues. Prepares statistical reports and respond to written requests.
- Participates in professional meetings and stay current on laws, trends, and innovations in religious practice within corrections.
- Prepares and distributes training and informational materials for inmates. Conducts training as needed.
- Researches, evaluates, and develops religious programs. Recommends improvements to enhance programs.
- Supervises and directs assigned personnel.
- Identifies areas for improvement, develops implementation plans, coordinates actions, and monitors and reports outcomes.
- Ensures full compliance with MDC religious services policy and applicable federal and case law, including the Religious Land Use and Institutionalized Persons Act (RLUIPA) and the First and Fourteenth Amendments.

**SHERIFF'S OFFICE**

- Assists in notifying families of Sheriff's Office members who are seriously injured or deceased.
- Responds to requests for support from Sheriff's Office personnel and their families.
- Attends and participates in funerals for active or retired Sheriff's Office members.
- Responds to incidents such as natural deaths, accidents, suicides, family disturbances, and others where support is requested or appropriate.
- Provides counseling to deputies and personnel upon request.
- Maintains professional relationships with religious and spiritual leaders in the community.
- Communicates with religious and spiritual groups regarding related programs and materials.
- Researches, evaluates, and develops religious programs. Recommends and implements improvements.
- Assists with death notifications and similar support as requested.
- Meets ongoing training requirements.
- Participates in ride-alongs to understand the stressors faced by personnel.
- Maintains a presence that promotes ethical conduct among employees.
- Fosters public confidence and support by attending civic events and remaining available during periods of public concern.

- Serves as a crisis intervention and counseling resource for the community when requested by the Sheriff's Office.
- *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.

### FIRE & RESCUE

- Assists in notifying families of Fire & Rescue members who are seriously injured or deceased.
- Responds to support requests from Fire & Rescue personnel and their families.
- Attends and participates in funerals for active or retired Fire & Rescue members.
- Responds to incidents such as natural deaths, accidents, suicides, family disturbances, and others as needed.
- Provides counseling to Fire & Rescue personnel and others upon request.
- Maintains professional relationships with religious and spiritual leaders in the community.
- Communicates with religious and spiritual groups regarding related programs and materials.
- Researches, evaluates, and develops religious programs. Recommends and implements improvements.
- Assists with death notifications and other notifications as requested.
- Meets ongoing training requirements.
- Participates in ride-alongs to understand the stressors faced by Fire & Rescue personnel.
- Promotes ethical conduct among employees through a supportive presence.
- Builds public trust by attending civic events and being available during times of heightened public interest.
- Provides crisis intervention and counseling to community members when requested by Fire & Rescue.
- *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 Theology, Humanities, Counseling, or a related field.
- Two (2) years of work experience as a chaplain, clergy, or a related role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

## SUPPLEMENTAL INFORMATION

### PREFERENCES

### MDC

- Valid and current American Correctional Chaplains Association (ACCA) certification highly desirable.

## 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.
- Sheriff's Office and Fire & Rescue Specific - Requires an ecclesiastical endorsement on letterhead, currently dated and signed by a denominational or congregational official, attesting that the applicant is in good standing with their denomination, actively engaged in ministry, and endorsed to serve as a law enforcement chaplain.
- MDC Specific - Employee must obtain certification from the American Correctional Chaplains Association (ACCA) within one (1) year from the date of hire.

## WORKING CONDITIONS

- Performs essential job duties in various environments as needed.
- Works primarily on an even, dry, carpeted, or tiled floor.
- Works alone, with or without direction; occasionally works in groups or on a team.
- May be required to be on call.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine
- Handles materials such as logs, spreadsheets, graphs, pie charts, writing utensils, safety manuals, rules and regulations, and various office forms.

### 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.