



## CORRECTIONAL OFFICER

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### General Summary

Correctional Officers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures and guard prisoners in transit between jail, courtroom, prison or other points. Correctional Officers work in pretrial detention facilities, are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory or penitentiary. Correctional officers maintain security and inmate accountability to prevent disturbances, assaults and escapes within the New Mexico Department of Corrections.

### Correctional Officer - Cadet

**Jobcode: PCCO10**

**Pay Band: CA**

**FLSA Status: Non-exempt**

### *Distinguishing Characteristics*

This is the training level of the Correctional Officer classification.

### *Recommended Education and Experience for Full Performance*

High School Diploma or equivalency

### *Minimum Qualifications*

High School Diploma or equivalency.

### *Essential Duties and Responsibilities\**

- A cadet receives and completes training at a correctional academy in a correctional setting.
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### Correctional Officer

**Jobcode: PCCO11**

**Pay Band: CB**

**FLSA Status: Non-exempt**

### *Distinguishing Characteristics*

This is the entry level of the Correctional Officer classification.

### *Recommended Education and Experience for Full Performance*

High School Diploma or equivalency and two (2) years of experience in a correctional setting.

### *Minimum Qualifications*

High School Diploma or equivalency and completion of the NM Correction's Academy.

### *Essential Duties and Responsibilities\**

- A Correctional Officer monitors the activities and supervises the work assignments of inmates and reports on inmate conduct and their quality of work.
  - A Correctional Officer is responsible for keeping a log or record of activities and monitoring offender activities from a centralized control center, service in a key-line post, implement institutional policies, regulations and operations and custody and security procedures.
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### **Correctional Officer - Sergeant**

**Jobcode: PCCO13**

**Pay Band: CC**

**FLSA Status: Non-exempt**

#### ***Distinguishing Characteristics***

This is the full performance level of the Correctional Officer classification.

#### ***Recommended Education and Experience for Full Performance***

High School Diploma or equivalency and four (4) years of experience as a Correctional Officer.

#### ***Minimum Qualifications***

High School Diploma or equivalency and two (2) years of experience as a Correctional Officer.

#### ***Essential Duties and Responsibilities\****

- A Sergeant may assist as a member of a tactical response team responding to disturbances, riots, hostage situations, forced cell moves and other potentially dangerous confrontations.
  - A Sergeant maintains security, directs the activities of other officers, helps law enforcement authorities investigate crimes committed within their institution and leads the search for escaped inmates and residents.
  - A Sergeant implements regulations primarily through their interpersonal communication skills and use of progressive sanctions.
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### **Correctional Officer - Lieutenant**

**Jobcode: PCCO15**

**Pay Band: CD**

**FLSA Status: Non-Exempt**

#### ***Distinguishing Characteristics***

This is the senior level of the Correctional Officer classification.

#### ***Recommended Education and Experience for Full Performance***

High School Diploma or equivalency and six (6) years of experience in an adult correctional setting, of which two (2) years must have been as a Correctional Officer Lieutenant.

#### ***Minimum Qualifications***

High School Diploma or equivalency and four (4) years of experience in an adult correctional setting, of which two (2) years must have been as a Correctional Officer Sergeant.

#### ***Essential Duties and Responsibilities\****

- The Lieutenant provides direction to a group of correctional officers in assigned areas, assigns correctional officers to work details, handles urgent or emergency situations not covered by written or oral instructions, counsels inmates in minor matters and maintains inmate security and discipline at all times.
- The Lieutenant is responsible for managing the daily assignment roster, determining assignments to security posts and managing daily overtime requirements.

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- The Lieutenant exercises particular caution in transportation and supervision of inmates to preserve order and security, orders emergency counts, assists in enforcing regulations governing sanitation and personnel care, reports activities daily to higher level managers, maintains watch for and reports all unusual conditions or disturbances and assists in apprehension of escapees.
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### **Correctional Officer - Captain**

**Jobcode: PCCS20**

**Pay Band: CE**

**FLSA Status: Exempt**

#### ***Distinguishing Characteristics***

This is the supervisor level of the Correctional Officer classification.

#### ***Recommended Education and Experience for Full Performance***

High School Diploma or equivalency and eight (8) years of experience in an adult correctional setting, of which two (2) years must have been as a Correctional Officer Captain.

#### ***Minimum Qualifications***

High School Diploma or equivalency and six (6) years of experience in an adult correctional setting, of which two (2) years must have been as a Correctional Officer Lieutenant.

#### ***Essential Duties and Responsibilities\****

- Devotes a substantial portion of time assigning and directly supervising the work of at least two (2) full time equivalent employees.\*\* Acts upon leave requests, conducts annual performance evaluations and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
  - A Captain performs the most complex and highly accountable supervisory functions of a shift in an adult correctional facility.
  - A Captain is responsible for supervising and instructing correctional officers and assisting them in problems that arise, checking posts to see that they are properly secured and arranging for relief of officers who have to leave their post.
  - A Captain is responsible for managing the daily assignment roster, determining assignments to security posts and managing daily overtime requirements.
  - A Captain inspects institutional cells, dormitories, shops, yards, buildings and equipment, checks waste and usage in all locations, assists with clothing and other personal issues, mediates disputes and investigates complaints.
  - A Captain assumes charge of the correctional facility in the absence of a higher authority, counsels inmates concerning institution regulations and minor personal problems, supervises custody, discipline and welfare of inmates assigned to his/her charge and assists in maintaining discipline throughout the institution.
  - A Captain investigates and recommends disciplinary action on staff misconduct and evaluates performance of subordinates.
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### **Correctional Officer - Major**

**Jobcode: PCCS26**

**Pay Band: CG**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

This is the first line manager of the Correctional Officer classification.

### ***Recommended Education and Experience for Full Performance***

High School Diploma or equivalency and ten (10) years of experience in an adult correctional setting of which two (2) years must have been as a Correctional Officer Major.

### ***Minimum Qualifications***

High School Diploma or equivalency and eight (8) years of experience in an adult correctional setting, of which two (2) years must have been as a Correctional Officer Captain.

### ***Essential Duties and Responsibilities\****

- Devotes a substantial portion of time assigning and directly supervising the work of at least two (2) full time equivalent employees.\*\* Acts upon leave requests, conducts annual performance evaluations and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
- A Major supervises administration of custodial and correctional regulations and policies, assigns duties to subordinate correctional staff and coordinates staff development requirements and programs with training personnel.
- A Major frequently inspects custodial, correctional, safety, housing and training activities and facilities to assure compliance with prescribed regulations. This incumbent interviews and counsels inmate when appropriate and represents the Deputy Wardens to the extent that authority is delegated.
- A Major participates in employee selection, in development of correctional policies and procedures, exercises control of issuing tools and keys, controls assignment and composition of work details, arranges for safeguarding of parole violators or escapees to be returned to penitentiary control and prepares prescribed records and reports.
- A Major investigates and recommends disciplinary action on staff misconduct and evaluates performance of subordinates.

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**Bargaining Unit:** Cadet: May be Represented  
CO, Sergeant, Lieutenant: Represented  
Captain, Major: Not represented

**Statutory Requirements:** N/A.

**Conditions of Employment:** This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. In addition, candidates must pass pre-employment Academy screening. For the Cadet position, successful completion of the New Mexico Corrections Academy within one (1) year of hire is required. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

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**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Established: 4/27/2016**

**Revised: 7/25/2016 (FLSA Code Change on Major)**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

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\*\* Means two (2) or any combination of full-time (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.