



Job Title: Investigator - PSD

Department/Division:	Public Safety Department/Adult Detention Facility	
Salary:	\$31.11/hr. - \$43.56/hr.	Range: N10
Position Status:	Full-Time/Classified	
FLSA Status:	Exempt	
Closing Date:	March 5, 2023	
Job #:	2-2023-064	

The following is NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification but, rather, is only intended to provide a summary of the major duties and functions. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the direction of the Warden, responsible for conducting investigations, drug interdictions, and overall safety and security threat assessments in accordance with Santa Fe County directives, policies and procedures.

Essential Job Functions:

- Conducts investigations as directed by the Warden.
- Assists in gathering intelligence and maintaining accurate records to document the activities of individuals suspected or known to pose a threat to the security of the facility.
- Investigates grievances, offenses or irregularities involving inmates and/or employees. Collects and evaluates information.
- Compiles reports on each incident and submits information to the Warden. Directs staff in documentation and securing evidence. Obtains and secures physical evidence until release to proper authorities.
- Conducts scheduled reviews of facility operations and programming, including staff training programs, as directed.
- Writes accurate, timely reports documenting information pertaining to investigations and institutional reviews, and distributes as required by institutional procedures.
- Testifies at hearings or in court proceedings, presenting evidence of violations.

- Promotes the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provides regular feedback to staff regarding social skills procedures and intervention techniques.
- Maintains accountability of staff, inmates, and property.
- Works with the Legal Department to respond to the Inspection of Public Records Act (IPRA) requests.
- Adheres to safety practices; reviews and updates policies.
- Participates in staff meetings by sharing observations and recommendations regarding the facility with participants and staff in order to identify and solve problems and function as a unified team.
- Conducts routine drug and contraband interdictions.
- Conducts routine staff and visitor entry and departure inspections for contraband.
- Upon facility needs and based on voluntary interest, may be assigned to K-9 training, which would include County take home vehicle and personal care responsibilities for an assigned K-9 dog.
- Maintains confidentiality.

Knowledge / Skills:

- Knowledge of relevant laws and court rulings, facility policy and procedures, and trends in correctional settings.
- Skill in making effective decisions in emergency situations.
- Ability to model professional, creative problem solving behaviors and attitudes for subordinate staff.
- Ability to exercise good judgment and apply constructive attitudes towards detained individuals.
- Ability to establish and maintain effective working relationships with associate personnel, local, state and federal jurisdictions.
- Ability to operate various word-processing, spreadsheet, presentation, and database software programs.
- Ability to prepare accurate, complete, and legible reports in English using correct grammar; add, subtract, multiply, divide, and calculate percentages.
- Ability to effectively interact with others; express thoughts logically; communicate effectively, both verbally and in writing.

Minimum Qualifications:

- Bachelor's Degree from an accredited university in Criminal Justice, Psychology, Sociology, or related field; and
- Four (4) years of experience supervising or conducting investigations in a correctional or law enforcement environment.
- Additional education or related experience may substitute for experience or education on a year for year basis at the rate of 30 credit hours per one year of experience.

- K-9 dog experience and training is favorable.
- Must obtain and maintain PREA Investigator, Gang Intelligence, and TAC certifications and licenses within three (3) months of hire.
- A completed New Mexico EDGE Public Supervisor certification will substitute for two (2) years of required supervisory experience.
- **COVID Vaccine:** The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.

Working Conditions:

Work is in an adult detention facility, primarily in an office environment and occasionally outdoors in varied weather conditions with exposure to dust, fumes, airborne particles and/or allergens. Work may involve high risk or potentially dangerous situations, exposure to hazardous materials, excessive noise, hostile individuals, and work near hazardous moving equipment or machinery. Candidate must obtain and/or maintain all certifications required. Work may require the use of protective clothing, equipment, devices or materials. While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle or feel; reach with hands or arms; climb or balance; and talk or hear. Ability to lift over 100 lbs. and drag up to 175 lbs. Clarity of vision at long distance and short distance is required. Evening, holiday, and weekend work is required. Extended hours and irregular shifts may be required. Subject to random pat down searches.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be required to drive a County vehicle during the performance of his/her duties. Candidate must obtain and/or maintain all certifications required.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Revised 1/12/2023