



COLFAX COUNTY

Job Description

JOB TITLE	Detention Center Warden
Pay Status	Exempt
Reports to	Colfax County Manager
Salary Range	\$68,000 - \$83,000
Date Closed	Open until filled

POSITION DESCRIPTION: The Detention Center Warden is responsible for planning, directing and overseeing the operations and staff of the Vigil Maldonado Detention Center to ensure the safety, security and welfare of detainees and ensures that the facility complies with all applicable local, state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: Regular and predictable attendance in the performance of this job is an essential function. The Detention Center Warden is responsible for managing daily jail operations, staff training, compliance, security and inmate welfare.

1. Training and Compliance Responsibilities

- Responsible for the training of all officers regarding the 40-hour Adult Detention Center Standards, annual training certifications and policy/procedure implementation.
- Ensures 120-hour on-the-job (OJT) training is completed before officers are assigned to posts independently.
- Keeps all training and safety regulations updated.
- Attends and implements new training programs as provided by NMC (New Mexico Counties) programs.
- Ensures that officers receive continued education and are evaluated every six months for policy compliance.
- Ensures compliance with the New Mexico Government Accreditation Program & Adult Detention Professional Standards.

2. Staff Supervision and Facility Operations

- Coordinates with medical, inmate programs and other facility departments.
- Monitors staff performance to ensure adherence to policies, procedures and professional standards.
- Prepares and distributes staff schedules at least 15 days prior to the end of each month.
- Approves vacation and sick leave requests and prepares time sheets.
- Conducts regular staff meetings with the Deputy Warden to coordinate operations and resolve facility issues.
- Ensures incident reports and facility records are properly documented and reported to necessary agencies.
- Responsible for scheduling all detention center activities, training, work hours and meetings.
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3. Security and Compliance Oversight

- Reviews and updates post orders.
- Signs the Understanding of Post Orders Form, acknowledging familiarity with facility policies.
- Reviews and becomes well-versed in all facility policies related to operations and staff responsibilities.
- Ensures compliance with local, state and federal laws, detention standards and safety procedures.
- Conducts facility inspections to identify and correct safety violations or operational concerns.
- Monitors use-of-force incidents, contraband searches and detainee disciplinary actions.

- Maintains logs and documentation for audits and regulatory compliance.
- Completes and submits all required reports to regulatory and oversight agencies in a timely manner.

4. Investigations and Incident Management

- Conducts internal investigations regarding detainee and officer misconduct.
- Investigates and processes use-of-force reports and ensures compliance with procedural guidelines.
- Addresses complaints from detainees, staff and external agencies.
- Coordinates with law enforcement agencies regarding arrests, detentions and high-risk inmates.
- Responsible for recording and reporting all facility incidents to the County Manager and appropriate agencies.

5. Emergency Response and Safety

- Ensures all emergency response protocols are updated and followed including:
 - Facility lockdowns and riot control
 - Evacuations (fire, chemical spills, natural disasters)
 - Medical and mental health emergencies
 - Hostage situations and high-risk detainee incidents
- Ensures all staff are trained in emergency procedures and conducts regular drills pertaining to such.
- Monitors the environment, safety equipment and facility compliance with safety standards.

6. Policy and Procedure Development

- Develops and updates facility policies and procedures.
- Reviews current policies and work practices and makes recommendations for improvement and efficiency.
- Ensures that policy changes are communicated to all officers and staff.
- Maintains awareness of evolving laws, detention standards and correctional practices.
- Researches and implements best practices to improve jail operations.

7. Professional Conduct and Confidentiality

- Maintains professionalism and ethical standards in all interactions.
- Ensures that staff adhere to confidentiality laws (HIPAA, personnel records, inmate information).
- Acts as a liaison to elected officials, law enforcement agencies, community leaders and the public.

8. Budget and Resource Management

- Assists in budget preparation and allocation for staffing, equipment and facility improvements.
- Monitors revenues and expenditures to ensure compliance with approved budgets.
- Recommends capital improvements and resource allocation for facility needs.

9. Other Duties as Assigned

- The Detention Center Warden will perform additional duties as assigned by the County Manager.

SUPERVISION RECEIVED: Works under the direct supervision of the County Manager.

SUPERVISION EXERCISED: Supervises all Vigil-Maldonado Detention Center Employees.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to analyze situations quickly and make independent decisions based on sound reasoning, good judgment, established procedures and proper interpretation of County policies and procedures.
- Ability to perform duties independently and with initiative.

- Ability to assist in training programs and instruct employees on new changes.
- Ability to work in a fast-paced environment while being able to maintain a professional and courteous attitude.
- Demonstrate strong organizational skills and a willingness to be proactive and accept new challenges.
- Ability to handle multiple tasks simultaneously with frequent interruptions.
- Excellent communication skills both oral and written.
- Ability to prioritize projects and daily workload.
- Demonstrate confidentiality and trustworthiness.
- Strong computer proficiency utilizing various computer programs including Microsoft Office with an emphasis in MS Excel and ability to learn various other systems to become proficient in their use.
- Ability to maintain effective working relations with County Commissioners, County Manager and co-workers.
- Ability to reliably and predictably carry out duties.

REQUIRED EXPERIENCE and/or EDUCATION:

Bachelor's degree in corrections, criminal justice, public administration, business or closely related field, plus four (4) years of experience in related field plus two (2) years administrative experience including one (1) year of supervisory experience, or a combination of related post-secondary education and experience totaling two (2) years of supervisory experience. A combination of education and experience may be substituted for a bachelor's degree.

PREFERRED EXPERIENCE and/or EDUCATION:

Master's degree in corrections, criminal justice, public administration, business or closely related field plus four (4) years of administrative experience in management capacity demonstrating knowledge and understanding of corrections and public administration practices.

SCREENING AND COMPLIANCE:

Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years. Successful candidates must pass a background investigation, a physical examination in accordance with job duties and drug screen prior to employment.

TOOLS AND EQUIPMENT USED:

Personal computer, Microsoft Office Suite, other computer programs, phone, fax and copy machine.

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. This position may be required to work nights, holidays, and weekends.

Please submit resume and cover letter to Colfax County Human Resources Department at the Colfax County Court House, 230 N 3rd Street, Raton, NM, 87740; mail to PO Box 1498, Raton, NM, 87740; or email to humanresource@co.colfax.nm.us.

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