

JOB DESCRIPTION TELLER COUNTY

Job Title: Detention Officer

Classification: Non-exempt

Department: Sheriff/Jail

Salary Range: 24

Reports to: Detention Corporal or as assigned

Job Status: Full -time

SUMMARY OF JOB RESPONSIBILITIES:

Under general supervision, performs duties related to the enforcement of federal, state and county laws and ordinances in conjunction with processing and care of County prisoners; processes inmates into and on release from the jail; monitors and responds to inmate and staff needs; works in control room and controls alarms and access to and from the jail and its inmates; observes inmates in cells and wards and staff in the jail.

FUNCTIONS/TASKS: (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position, will receive full consideration toward it.)

ESSENTIAL FUNCTIONS:

- (1) Control entry of officers, inmates and others entering or leaving the jail; inspect and identify vehicles, containers and persons entering or leaving.
- (2) Book prisoners; obtain photographs and fingerprints; receive and secure prisoner's personal possessions, medications and clothing and issue prisoner uniforms; conduct search of prisoner and prisoner's clothing; search for contraband; prepare and maintain prisoner log and activities journal.
- (3) Check for wanted/warrants and identification of prisoners; classify prisoners for assignment to cells.
- (4) Oversee prisoners under detention and trustees; provide for prisoner security; resolve conflicts between prisoners and staff; perform periodic shakedowns; periodically observe and monitor activities and well-being of prisoners.
- (5) Assure jail is being maintained in a sanitary manner; inspect mail and personal property.
- (6) Provide simple medical treatment and dispense prescribed medicine as necessary; call for EMS and officer support in emergencies.
- (7) Serve meals and insure proper feeding of prisoners and prisoners' hygiene.
- (8) Issue items from the commissary.
- (9) Assist in the transportation of prisoners.
- (10) May maintain NCIC computer; may train officers in NCIC operations; assign and monitor inmates on in-house work details.
- (11) Complete a variety of reports and documents; receive and secure bonds; maintain records.
- (12) Monitor visitors of prisoners, including families, bondsmen, mental health workers and attorneys.

Detention Officer (continued).

- (13) Resolve inmate grievances

OTHER FUNCTIONS/TASKS:

- (14) Attend classes and receive special training; may serve summonses, warrants and subpoenas.
- (15) Perform similar duties as assigned.

MINIMUM REQUIREMENTS (The following requirements are necessary to reasonably ensure the County that the individual selected for this position, with or without accommodation, will be able to perform the essential functions/tasks of the position.) :

- (1) **Skills/Knowledge:**
Working knowledge of or ability to learn the principles and techniques of photography and fingerprinting.
Working knowledge of first aid and medical procedures and practices.
Ability to learn regulations regarding jails and confinement of prisoners and of the principles, techniques and practices involved in prisoner care and maintenance.
Skill in the practices of self-defense.
Ability to remain calm in stressful situations and to apply logical thinking in determining a proper course of action in a minimum of time.
Ability to work in a confined area for extended periods of time.
Ability to follow written and verbal instructions.
Ability to perform a high level of sustained physical activity.
Ability to communicate clearly and concisely both verbally and in writing.
Ability to establish and maintain effective working relationships and interact effectively with supervisors, co-workers, prisoners and the public.
- (2) **Experience/Education:** High school diploma or GED, and some experience in work involving public contact, or any equivalent combination of education and experience.
- (3) **Visual Acuity/Hearing/Speaking:** Ability to talk and hear in person, by telephone and two-way radio; ability to see and read instructions, documents, operate a computer, monitor prisoners and dispense medications.
- (4) **Physical Effort/Dexterity:** Ability to perform light to heavy physical work, and to occasionally lift and carry 100 pounds; to and /or restrain a person.
- (5) **Environmental Factors:** Work is performed indoors in confined areas; caution must be exercised to prevent or avoid conflict with inmates.
- (6) **Work Schedule/Characteristics:** Work is performed on a 12-hour shift schedule.
- (7) **Special Requirements:** Certified in CPR and basic first aid, or ability to become certified within six (6) months of employment. Certification as a Police Officer by the State is desirable.