

## **DETENTION OFFICER**

### **DESCRIPTION OF WORK:**

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.

### **DUTIES-EXAMPLES OF WORK:**

ESSENTIAL DUTIES: Books prisoners; obtains photographs and fingerprints; receives and secures prisoners personal possessions and clothing and issues prisoner uniforms, conducts search of prisoner and prisoner's clothing; searches for contraband; prepares and maintains prisoner log and activities journal; oversees trustee prisoners in detention; provides for prisoners security; performs periodic shakedowns; periodically observes and monitors activities and well-being of prisoners; inspects mail and personal property; provides simple medical treatment and dispenses prescribed medicine as necessary; calls for EMS and officer support in emergencies; serves meals and insures proper feeding of prisoners, and prisoners' hygiene; issues items from commissary; assists in the transportation of prisoners to courts, other prisons, and health facilities; releases and logs out prisoners for work release and checks them in on return; completes a variety of reports and documents; receives and secures bonds; maintains records; monitors phone calls and visitors of prisoners, including families, bondsmen, mental health workers, and attorneys; attends classes and receives special training; may serve summonses, warrants, and subpoenas.

OTHER DUTIES: Fills in for dispatchers; performs other duties as assigned.

### **QUALIFICATIONS:**

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;

Skill in the practices of self-defense;

Ability to learn regulations regarding jails and confinement of prisoners and of the principles, techniques, and practices involved in prisoner care and maintenance;

Ability to remain calm in stressful situations and to apply logical thinking in determining a proper course of action in a minimum amount of time;

Ability to follow written and verbal instructions;

Ability to communicate clearly and concisely verbally and in writing;

Ability to establish and maintain effective working relationships and interact effectively with supervisors, co-workers, prisoners, and the public;

Ability to perform generally moderate but occasionally heavy physical work, to control people, and to lift and carry up to 50-100 pounds;

Ability to stand, walk, twist, kneel, sit, pinch, ride, grasp, pull, bend, crawl, push, and perform a variety of similar body movements;

## **DETENTION OFFICER (cont.)**

### **QUALIFICATIONS (cont.):**

Possess hand/eye/foot coordination adequate to prevent violence, utilize weapons, radios and office equipment , and operate a vehicle;

Ability to talk and hear in person and by telephone and two-way radio;

Ability to see and read reports and work in various lighting conditions;

Ability to establish and maintain effective working relationships and to interact effectively with officials, court personnel, superiors, co-workers, prisoners, and the public.

### **EXPERIENCE AND TRAINING:**

Any combination of experience and training equivalent to graduation from high school; some experience involving public contact is desirable.

### **SPECIAL REQUIREMENTS:**

Must complete a Red Cross First Aid course; must possess or be able to obtain a valid driver's license; must be able to qualify with an individual weapon.