

DETENTION OFFICER

Effective Date: January 15, 2013	Revised January 2018, March 2024
Re-evaluation Date: Annual	Approval: Sheriff Andrew Dedeke

TITLE: Detention Officer 1

(Entry level or with less than 5 years' experience in a detention facility)

ASSIGNMENT: Detention Bureau – Jail Division

PAY LEVEL: Non-exempt 11-SO

PRE HIRE REQUIREMENTS: Physical and U/A

POSITION DESCRIPTION: This is an entry level position. Employees will be introduced to the form, functions and operational elements of the detention facility through extensive “on the job training”. Upon completion of the training requisite; the employee will, under general supervision, perform the duties and assignments as related to the enforcement of federal, state, local laws and resolutions in conjunction with the processing and care of 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 shakedown; periodically observes and monitors activities and well-being of prisoners; inspects mail and personal property; provides first aid 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 specialized training.

OTHER DUTIES: Performs other duties as assigned.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

KNOWLEDGE, SKILLS AND ABILITIES:

- Available for shift work and willingness to work additional hours as needed.
- Ability to learn and comply with the seven core values of the Leavenworth County Sheriff's Office.
- Ability to learn the principles and techniques of photography and fingerprinting.
- Ability to learn first aid/CPR and other medical procedures and practices within a detention facility.
- Ability to learn and become proficient 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 to interact effectively with officials, court personnel, superiors, 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, climb, twist, kneel, sit, pinch, ride, grasp, pull, bend, crawl, push, and perform a variety of similar body movements.
- 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.

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 First Aid/ CPR and AED course certifications; must possess or be able to obtain a valid driver's license; must be able to qualify with agency issued weapons.

I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.

Printed name: _____ Date: _____

Signature: _____