

DETENTION OFFICER

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Sheriff

REPORTS TO: Sergeant Deputy Sheriff

CLASS SUMMARY

Incumbents are responsible for performing duties relative to the safety, security and detention of inmates at the County jail. Duties involve in-take, processing, feeding, monitoring and transporting inmates while ensuring their safety and security.

DISTINGUISHING CHARACTERISTICS

The Detention Officer is the first of a two-level detention officer series. It is distinguished from the Corporal Detention Officer, who serves as lead to detention officers. It is distinguished from classifications in law enforcement in that the Detention Officer position is set primarily in the County Jail, is not a sworn officer and is not required to possess Basic Law Enforcement Certification. Employees are subject to hazards of working in a jail environment, such as dangerous persons and loud noises.

TYPICAL CLASS ESSENTIAL DUTIES

- Processes incoming inmates into custody to include completing paperwork, searching prisoners, obtaining and securing personal property, assigning and escorting inmates to proper holding facilities, and explaining rules and regulations of the detention center.
- Patrols jail areas to maintain order and prevent escape.
- Inspects prisoners and cells to insure cleanliness and sanitation; confiscates contraband.
- Obtains and escorts inmates for visitations and appearances in court; records visits; inspects all items brought to the jail; checks incoming and outgoing mail.
- Delivers and retrieves food carts to and from inmates; delivers personal hygiene, daily living and cleaning supplies.
- Administers medication or calls for medical assistance as needed.
- Transports inmates to and from court and hospitals, as necessary.
- Prepares records and reports on inmates.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Federal, state and local laws pertaining to inmate sentencing, pretrial conditions, and release.
- Policies and procedures established by the County Sheriff's Office.
- Policies and procedures covering inmate security, classification, care and discipline.

Skill in:

- Maintaining discipline and order in the jail.
- Dealing tactfully and firmly with inmates and the general public.
- Preparing and maintaining records.
- Taking prompt and effective action in jail emergencies.
- Using computers and related software applications;
- Driving a vehicle;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid NC Driver's License;
- Certification as a detention officer by the NC Sheriff's Standards Commission within one (1) year of employment;
- CPR Certification within one (1) year of employment.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to chemicals, inadequate lighting, intense noises, extreme temperatures, work space restrictions, and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E4/02; 9/04