

**DAWSON COUNTY SHERIFF'S OFFICE
POSITION DESCRIPTION**

TITLE:	DETENTION OFFICER		
DIVISION:	DETENTION	FLSA:	NON-EXEMPT
REPORTS TO:	SERGEANT	UPDATED:	7/2019

POSITION SUMMARY

Under general supervision by the shift supervisor, this position ensures the security and protects the property of the facility, completes the admission process of inmates, prevents escapes, controls behavior of inmates, and protects inmates from each other. This employee must show diligence in maintaining an inmate count, prompt in dispensing medication, and be able to take custody and control of the personal property of inmates. The employee must also adhere to definite procedures established by the department to ensure that the inmates' constitutional rights are observed. This position requires independent judgment and discretion in difficult or unusual situations, and involves personal danger and psychological stress. A person in this position does not supervise other employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other duties, delegated tasks, responsibilities, or directives that are not illegal, immoral, or unethical may be assigned.

Maintains a safe and secure detention facility to include performing routine inspections of cellblocks and of the perimeter of the facility; conducting random searches of inmates and cellblocks; conducting a count of inmates; monitoring officers traveling through the facility; maintaining a secure environment by correctly opening the doors officers will be traveling through and securing those doors; monitoring and alerting supervisors of any alarms signaling a disturbance; maintaining proper key control; and responding quickly and safely to emergency situations.

Completes the admission process for inmates to include searching incoming inmates; describing an inmate in the detention records; maintaining records of inmates' personal belongings; accurately counting and depositing any money belonging to an inmate on their account; acquiring photographs of all incoming inmates; effectively fingerprinting and submitting those prints as required; completing medical evaluation forms for each inmate and determining if the inmate requires medical attention from medical staff; issuing handbooks, wristbands, and intake supplies; and performing initial interview for inmate classifications and assigning the inmate to a proper housing unit.

Completes the release process for inmates to include ensuring the identity of the inmate; releasing all the inmate's property to the correct individual; accurately completing all release paperwork for the inmate; returning medications to the correct individual as dictated by medical staff; displaying the ability to effectively complete each type of bond accepted by Dawson County Sheriff's Office; and completing G.C.I.C. check to ensure the individual has no outstanding holds or warrants and accurately notifying the correct agency and arranging to release the inmate into their custody if a hold is present.

Operates and maintains specific detention equipment to include completing a required safety check on Tasers, if issued; effectively using the restraint chair in required situations; and restraining inmates using handcuffs, leather straps, shackles, etc.

Provides for inmate daily needs to include distributing meals at proper mealtimes; assisting medical staff by maintaining a secure environment; administering first aid/C.P.R. to inmates or staff when necessary; escorting inmates to functions inside and outside the facility; reviewing inmate mail; collecting money orders and depositing these into the correct individual's account; and securing the money order in a secured safe.

Monitors inmates' activities to include viewing security monitors and observation windows continuously; maintaining records of inmate activity and movement through the facility; monitoring inmate visitation; performing and documenting required evaluations on special needs inmates; and monitoring for and recognizing changes in inmates' behavior or atmosphere which may be indicative of pending disturbances.

QUALIFICATION REQUIREMENTS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability, as well as competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities

Ability of acquiring skills necessary in taking and recording distinguishable fingerprints and photographs.

Knowledge of and the ability to correctly perform the Dawson County Detention Center's Emergency Evacuation Plan.

Ability of acquiring skills necessary in the use of agency issued equipment, such as Tasers, restraining devices, and SCBA equipment.

Ability to learn law enforcement methods, procedures, and techniques and to apply such knowledge to specific situations.

Ability to appropriately respond to a variety of complex interpersonal matters, and to take appropriate action based on facts and circumstances of the situation. In addition, the incumbent must be able to react quickly and calmly under emergency and/or life-threatening conditions; exercise independent judgment; mentally recall conversations, observations, and impressions; and to make accurate descriptive observations of objects, events, and human behaviors in terms of physical characteristics.

Knowledge and ability to work with computers to include database software, spreadsheet software, word processing software and specified law enforcement computer programs; ability to troubleshoot and repair equipment problems.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors, employees, other county departments and the general public.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Speaks clearly and persuasively in positive or negative situations in the English language; listens and gets clarification; responds well to questions; participates in meetings.

Writes clearly and informatively in the English language; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds agency values.

Follows policies and procedures; completes administrative tasks correctly and on time; supports agency's goals and values; supports affirmative action and respects diversity.

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; adheres to the on-call schedule.

Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Education and Experience

High school education or equivalent.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

Any combination of education and training that is dictated by the agency's standard operating procedures.

Certificates, Licenses, and Registrations

Valid Georgia driver's license and satisfactory driver's history.

Completion of yearly twenty (20) hours of P.O.S.T. approved training if certified as a peace officer.

OTHER REQUIREMENTS

Eighteen years of age.

Must complete Basic Jail Certification course and all additional *DC* training requirements when scheduled.

Citizen of the United States or qualified to work in the United States.

No felony convictions.

BLOOD AND VIRAL PATHOGEN RISKS

Minimal Risk

Foreseeable Risk

PHYSICAL DEMANDS Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk and hear.

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting 150 or more pounds infrequently and up to 50 pounds of force occasionally.

Specific vision abilities required are far, near, peripheral, and color vision. Far visual acuity is required to determine whether an individual is holding a threatening versus non-threatening object, able to distinguish details and differences when observing people, places, or things in law enforcement work, and the ability to read street signs and safely operate an agency vehicle (if assigned). Near visual acuity is required to prepare and review a variety of records and reports on paper, computer, and other electronic devices and to view photographs. Peripheral vision requirements are those needed to see movement of object(s)/person(s) while focused on an object(s)/person(s) towards the front of the visual field. Basic color discrimination is required to identify colors of persons, places or things in law enforcement work.

Must be physically capable of using security equipment (such as handcuffs, two-way radios, and locking devices) and life safety equipment (such as fire extinguishers and emergency air packs).

Must be physically capable of driving an agency vehicle and operating the equipment within the vehicle (if assigned to transport inmates).

Physical ability to administer C.P.R.

Ability to physically restrain or summon persons who can restrain violent inmates.

ENVIRONMENTAL CONDITIONS Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works primarily in a temperature-controlled secured environment (detention center) with moderate to high levels of stress.

Noise level in the work environment is usually moderate, but the employee may occasionally be exposed to high level noises including, but not limited to, yelling/shouting.

If duties include transporting inmates, the employee may be required to drive at posted speed limits through areas of varying population densities and traffic congestion and in inclement weather.

Employee may be exposed to the hazard of physical attack, injury, communicable diseases and chemical agents.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

I acknowledge receipt of this job description.

Employee Name

Employee Signature

Date