

## **DETENTION OFFICER**

**Definition:** Under general supervision, performs security work in sections of County detention facility while providing for the supervision, care, and welfare of inmates.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

### **Tasks:**

Supervises the care and welfare of juvenile or adult inmates; maintains the safety and security of the facility; supervises the visitation of family, lawyers, and probation personnel; supervises the movement and activities of inmates; transports detainees to health care providers and court hearings; maintains records in the computer system and detainees' files; updates detainees' court files and court law and motion calendar to ensure that each detainee appears in court on proper dates and times.

Contacts other agencies to arrange transports or extraditions to or from our facility; responsible for maintaining the detention transport vehicles, including keeping records of repairs and services rendered; maintains department issued shot guns in operating order; operates and keeps materials stocked for the identification fingerprint computer; conducts inventories of detention supplies; books inmates into and releases inmates from detention following established procedures; conducts cell searches to contain illegal contraband.

### **Knowledge, Skills, and Other Characteristics:**

Knowledge of standard housekeeping and security practices and procedures.

Knowledge of detention policies, procedures, and practices.

Knowledge of local, state, and federal laws and regulations pertinent to detention.

Skill in supervising detainees in their activities.

Skill in report preparation and record keeping.

Skill in searching, transporting, and restraining inmates.

Skill in establishing and maintaining effective working relationships with detainees, their visiting family members and attorneys, and County staff.

Willingness to engage and interact with detainees in a positive fashion while providing direct supervision.

**Qualifications:** Must be able to graduate from the relevant Training Academy and receive other necessary certifications within one (1) year of appointment. Must possess a current driver's license. Successful completion of a psychological evaluation, a drug test, criminal history and background check, and polygraph examination. Must be at least 21 years of age for Juvenile Detention and at least 18 years of age for Adult Detention.