

MINERAL COUNTY

POSITION DESCRIPTION

January 2019

POSITION: Detention Officer

DEPARTMENT: Sheriff's Office

ACCOUNTABLE TO: Jail Administrator

SUMMARY OF WORK: Provides for prisoner needs, safety and security.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring attention to accuracy and situations. Position works with inmates and is exposed to hazards of working with dangerous persons who may be aggressive and hostile. May be exposed to communicable diseases. Position requires ability to work varied shifts including weekends, nights, and holidays. Maintains confidentiality of sensitive information.

Personal Contacts: Daily contact with inmates, the public, and other officers.

Supervision Received: Supervision as needed from the Jail Administrator, or his/her supervisor designee.

Essential Functions: Position requires ability to communicate; visually inspect premises; record information; operate electric/mechanical doors and locks; use fingerprinting equipment; file; type; operate a computer; physically restrain an inmate, if needed; assist with training new hire detention officers.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Provides for security and safety of inmates at Detention facility.

Files and preserves all commitments by which inmates are incarcerated.

Maintains records of each inmate.

Maintains financial records of inmate funds.

Delivers judicial papers, as directed, to inmates.

Computes release dates from court commitments and orders.

Segregates and supervises inmates according to the established classification and administrative procedures.

Notifies juvenile authorities if an emergency occurs and a juvenile is incarcerated.

Fingerprints inmates according to the law and acceptable procedures.

Fulfills all legitimate orders and commands from supervisory personnel.

Distributes medications to inmates.
Conducts searches of inmates and facility as needed.
Serves meals to inmates.
Records in writing any occurrence in the facility during shift.
Learns and follows policies, procedures, rules, regulations and orders that pertain to the Sheriff's Department & MCDC.
Operates facility computers as required.
Performs janitorial, commissary, and laundry services as directed.
Performs other related duties as required.
Detention Officer basic is required training within a year unless extension is filed

JOB REQUIREMENTS

Knowledge: This position requires a knowledge of security procedures; general knowledge of law enforcement procedures.

Skills: This position requires skills in maintaining records and dealing with people.

Abilities: This position requires the ability to: follow procedures; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Must be able to pass MLEA Detention Officer Basic 80 hour course.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combinations of education and experience equivalent to:

- A High School diploma.
- Detention Officers training from the MLEA preferred.
- One or more years experience in office clerical skills including bookkeeping, filing, and the use of office machines and computers is preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Effectively provides for security and safety of inmates at detention facility.
- Capably files and preserves all commitments.
- Maintains accurate records of each inmate.
- Maintains confidentiality of sensitive information.
- Follows established policies and procedures in processing and dealing with inmates.

- Effectively performs janitorial, commissary, food, and laundry services as directed.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work Hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, inmates and the public.
- Following completion of MLEA, provide training and education assistance to Jail Administrator or other detention officers as needed and requested.