

Position Title:	Detention Officer
Department:	Holding Facility
Overtime Compensation:	See Personnel Policy, Ordinance No. 16-009 regarding overtime pay. Must be approved in advance by County Manager
Holiday Pay:	See Personnel Policy, Ordinance No. 16-009 regarding holiday pay.
Probationary Period:	Employees must complete a one (1) year probationary period, with a satisfactory evaluation.
F.L.S.A.:	Regular full-time position, Classified. Subject to Sierra County Personnel Policy Ordinance 16-009.
Reports to:	Detention Sergeant

I. ESSENTIAL DUTIES

Must learn and become proficient in the following within the one year probationary period:

1. Must complete and pass all training requirements before the completion of probation.
2. Performs duties specifically assigned by supervisor and post orders.
3. Must be familiar with and follow all Sierra County Procedures.
4. Must be familiar with and follow all Detention Facility Procedures.
5. Inventories all equipment at the beginning and end of each shift.
6. Performs bookings and releases.
7. Ensures all inmates are released when court ordered or when posting bond.
8. Ensures all bond paperwork is distributed properly.
9. Calls SCRDA to verify an inmate does not have an active warrant before release.
10. Notifies supervisor for each new arrest, evaluates to determine if medical clearance is needed, sets up transport if the inmate cannot post bond or is not released by the judge.
11. Prepares sack lunches for inmates in the facility.
12. Performs searches of inmates during intake bookings, per procedure.
13. Conducts daily inspection of locks, windows, bars, grills, doors and gates to ensure they are functioning properly and check for any evidence of tampering.
14. Observes conduct and behavior of inmates to prevent disturbances and escapes or infractions of rules and regulations and to be aware of any

- mental or physical needs of the inmates.
15. Employs reasonable force (only the amount of forces necessary to get control of the situation) when necessary to maintain order among inmates or to remove an inmate from a specific area.
 16. Patrols assigned area for evidence of forbidden activities, infraction of rules and unsatisfactory attitude of inmates and report such observations to supervisors.
 17. Escorts inmates in transit for medical appointments, maintains guard duty at a medical facility when an inmate is admitted to such by a physician.
 18. Transports inmates to and from courts, mental health facilities, and other institutional jurisdictions as directed by their supervisor.
 19. Enters all pertinent information in shift logs daily.
 20. Completes incident reports for all unusual activity.
 21. Cleans kitchen, Control and Booking areas daily.
 22. Checks temperature twice during shift to ensure proper temperature of refrigerator and freezer. Log information.
 23. Functions of a Detention Officer are not limited to that set forth above. He/she will perform such functions, duties of assignments given to them by their supervisor, consistent with their ability, background and expertise.
 14. Irregular hours, shift work and overtime may be required.
 15. An officer may be assigned to any area. Officers are not hired to work in just one area or for a particular shift.
 16. Maintains confidentiality and security in all assignments.
 17. Must maintain a telephone or other notification electronic device for 24-hour use.
 18. May be called in to provide testimony in courts of law.
 19. May be required to participate or prepare cases for hearings.
 20. Must attend all scheduled staff meetings, training, etc. as directed by supervisors.

II MINIMUM QUALIFICATIONS

1. Education:
 - High school diploma or GED required
2. Experience:
 - Must have acceptable past work record
 - Must be at least 18 years of age.
3. Certification, Skills and Licenses
 - Must possess valid New Mexico driver's license or to obtain one prior to completion of probationary period.
 - Must have no DWI convictions within the past five years.
 - Must be able to communicate well orally and in writing, in English. The ability to communicate in Spanish will receive preferential consideration.
4. Physical Requirements
 - Must have vision correctable to 20/20 with no color blindness.
 - Ability to buddy carry in cases of emergencies.
 - Must be able to physically restrain an inmate when necessary.
 - Must be able to assist a disabled inmate climbing into a

transport van.

- Ability to lift up to 60 lbs. from ground to waist level, approximately twice daily, to stand and/or walk up to eight hours at one time, up to eight hours total per day.
- Ability to sit up to four hours at one time, up to eight hours total per day.
- Ability to climb and descend stairs a minimum of three stories, three times every half hour, up to forty-eight times daily.
- Ability to bend at waist for up to five minutes at one time in one half-hour.
- Ability to carry approximately 8 lbs. on waist all day.
- Ability to operate foot controls up to one third of workday.
- Ability to push or pull a disabled inmate in a wheelchair.
- Ability to work with arms extended or bent for up to four hours at one time up to eight hours total per day.
- Ability to use hands and fingers to grasp and manipulate objects sometimes in a bilaterally coordinated manner.
- Ability to use hands and fingers in a fine dexterous manner in operating controls and console. This requires sufficient hand eye coordination.

5. Mental Functions/Requirements:

- Must be able to listen and understand verbal directions in English.
- Must be knowledgeable of traffic laws and regulations.
- Must be able to communicate verbally and in writing with coworkers and supervisors.
- Must be able to communicate with inmates, staff, other agency personnel, and the public.
- Must use sound judgment in responding to emergency situations.
- Must be able to use visual and auditory skills to properly operate console in control room.
- Must possess basic math skills to deal with money and bonding procedures.
- Must be able and willing to learn to operate a computer for documentation and recording purposes.

6. Other:

Must have ability to perform essential duties and adapt to working conditions as listed below.

- No history or pattern of reckless driving, DWI or irresponsible driving in the last five years.
- Must have no felony convictions or misdemeanor convictions involving moral turpitude, violence, illegal drug use, narcotics distribution or any crime involving dishonesty.
- Must be bondable.

7. Working Conditions:

- Performs work mainly inside, however, outdoor work may be required

- Indoor work is performed in a controlled temperature environment, however, may be exposed to natural weather conditions, while on outdoor duty.
- Workers are exposed to poor ventilation due to enclosed conditions.
- May be exposed to unpleasant odors resulting from poor personal hygiene.
- Performs work on hard flat surfaces. May be required to climb stairs and walk on catwalks while on duty.
- Performs work mainly while alone but may work with other staff while on duty.
- Employee may be exposed to infectious diseases carried by inmates.
- Must be able to cope with constant high levels of mental, emotional and physical stress.

III. PRE-EMPLOYMENT REQUIREMENTS

1. Completion and submission of employment application
2. Interview
3. Drug Screen, positive results are disqualifying
4. Physical in compliance with essential duties and physical and mental requirements
5. Driving record check
6. Criminal record check
7. Competitive written and oral review board may be required
8. General employment background investigation

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager, the job duties can be amended.

Approved and hired this _____ day of _____, _____.

Employee

Human Resources Director

Department Head

2017-001

Position Title: Casual Detention Officer

Department: Holding Facility

Overtime Compensation: See Personnel Policy, Ordinance No. 16-009 regarding overtime pay.

Holiday Pay: See Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

Probationary Period: See Sierra County Personnel Policy 16-009

F.L.S.A.: Casual, (Unclassified) Terminable-at-will. Casual position hired to fill a position paid by the hour that may be called on short notice and/or on an occasional basis. Casual employee is paid only for hours worked and does not receive any employment benefits. A casual employee does not have the right to grieve employment decisions. See Sierra County Personnel Policy Ordinance 16-009.

Reports to: Sergeant

I. ESSENTIAL DUTIES

1. Maintains a healthful and secure environment for the residents housed in the Detention Facility in accordance with established policies, regulations and Procedures.
2. Maintains accurate records of deposits and expenditures of resident's monies.
3. Maintains accurate records of inmate's property, cell assignments, movements, mail and visitations.
4. Assists in the movement of residents throughout the facility.
5. Performs Pat down and strip search of residents in dorm cells, shakedown as directed.
6. Inspects locks, windows, bars, grills, doors and gates for tampering.
7. Observes conduct and behavior of residents to prevent disturbances and escape or infraction of rules and regulations.
8. Employs reasonable force (only the amount of force necessary to get control of the situation) when necessary to maintain order among residents or to remove a resident from a specific area.

9. Patrols assigned area for evidence of forbidden activities, infraction of rules and unsatisfactory attitude of prisoners and report such observations to supervisors.
10. Escorts residents in transit for medical appointments or other points, maintains guard duty at a medical facility when an inmate is admitted to such by a physician.
11. Must complete and pass all training requirements all in a specific period of time.
12. Performs duties specifically assigned and post orders at the Sierra County Detention Facility; follows chain of command.
13. Functions of a Detention Officer are not limited to that set forth above. He will perform such functions, duties of assignments giving him by his supervisor, consistent with his ability, background and expertise.
14. Irregular hours, shift work and overtime may be required.
15. An officer may be assigned to all sections. Officers are not hired to work in just one sector or for a particular shift.
16. Maintains confidentiality and security for special assignments.
17. Transports inmates to and from courts, mental health facilities, court quarters and other, institutions jurisdictions as directed by supervisors.
18. Performs intakes and release of inmates to insure proper classification and documentation.
19. Remains on call 24 hours a day for emergencies.
20. Must maintain a telephone or other notification electronic device for 24-hour use.
21. May be called in to provide testimony in courts of law.
22. May be required to participate or prepare cases for hearings.
23. Must attend all scheduled staff meetings, training, etc. as directed by supervisors.

II MINIMUM QUALIFICATIONS

1. Education:

High school diploma or GED required

2. Experience:

Must be at least 18 years of age

Must have acceptable past work record

3. Certification, Skills and Licenses

Must possess valid New Mexico driver's license or to obtain one prior to completion of probationary period.

Must have no DWI convictions within the past five years

Must be able to communicate well orally and in writing, in English. The ability to communicate in Spanish will receive preferential consideration.

4. Physical Requirements

Must have vision correctable to 20/20 with no color blindness.

Ability to buddy carry in cases of emergencies.

Must be able to physically restrain an inmate when necessary.

Must be able to assist a disabled inmate in showering and other personal needs.

Ability to lift up to 60 Ibs. from ground to waist level, approximately twice daily to stand and/or walk up to eight hours at one time, and eight to ten hours total per day.

Ability to sit up to four hours at one time and eight hours total per day.

Ability to climb and descend stairs minimum three stories, three times every half hour, and forty-eight times daily. This amount could approach one hundred times daily depending on circumstances.

Ability to bend at waist for up to five minutes at one time in one half hour total per day.

Ability to carry approximately 8 Ibs. on waist all day.

Ability to operate foot controls up to one third of workday.

Ability to Push or pull a disabled inmate in a wheelchair.

Ability to work with arms extended or bent for up to four hours at one time and eight hours total per day.

Ability to use hands and fingers to grasp and manipulate objects sometimes in a bilaterally coordinated manner.

Ability to use hands and fingers in a fine dexterous manner in operating controls and console. This requires sufficient hand eye coordination.

5. Mental Functions/Requirements:

Must be able to listen and understand verbal directions in English.

Must be knowledgeable of traffic laws and regulations.

Must be able to communicate verbally and in writing with coworkers and supervisors.

Must be able to communicate with inmates.

Must use sound judgment in determining level of incarceration for each inmate and in responding to emergency situations.

Must be able to use visual and auditory skills to properly operate console in control room.

Must possess basic math skills to deal with money and bonding procedures.

Must be able and willing to learn to operate a computer for documentation and recording purposes.

6. Other:

Must have ability to perform essential duties and adapt to working conditions as listed below.

No history or pattern of reckless driving, DWI or irresponsible driving in the last five years.

Must have no felony convictions or misdemeanor convictions involving moral turpitude, violence, illegal drug use or distribution or dishonesty.

Must be bondable.

7. WORKING CONDITIONS

Performs work mainly inside, however, outdoor work may be required, on certain assignments such as during inmate recreational periods, exterior security rounds and transportation.

Indoor work is performed in a controlled temperature environment, however, may be exposed to natural weather conditions, while on outdoor duty.

Workers are exposed to poor ventilation due to enclosed conditions. May be exposed to unpleasant odors resulting from poor personal hygiene.

Performs work on hard flat surfaces. May be required to climb stairs and walk on catwalks while on duty.

Performs work mainly while alone. In addition, may work with one or two other officers while on duty.

Employee may be exposed to the following hazardous conditions.

Constantly subject to injury, death or, hostage situations; exposed at all times to infectious diseases carried by inmates, constant high levels of mental, emotional and physical stress.

III. PRE-EMPLOYMENT REQUIREMENTS

1. Completion and submission of employment application
2. Interview
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5. Driving record check
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Approved and hired this _____ day of _____, _____.

Employee

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