

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.
  9. Patrols assigned area for evidence of forbidden activities, infraction of rules and unsatisfactory attitude of inmates and report such observations to supervisors.
  10. Escorts inmates in transit for medical appointments, maintains guard duty at a medical facility when an inmate is admitted to such by a physician.
  11. Transports inmates to and from courts, mental health facilities, and other institutional jurisdictions as directed by their supervisor.
  12. Enters all pertinent information in shift logs daily.
  13. Completes incident reports for all unusual activity.
  14. Cleans kitchen, Control and Booking areas daily.
  15. Checks temperature twice during shift to ensure proper temperature of refrigerator and freezer. Log information.
  16. 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