

DEPARTMENT: Barton County Sheriff's Office

POSITION TITLE: Detention Officer

GRADE: 3

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: Sheriff, Undersheriff, Detention Sergeant and Corporal

POSITION SUMMARY:

Performs routine work in the safe keeping of prisoners in the custody of the Sheriff at the Barton Detention Facility. Protects the well being of prisoners overseeing them during their time of confinement, whether it is during mealtime, other activities or while in their quarters.

FUNDAMENTAL JOB DUTIES:

Reviews the arresting officer's paperwork for completeness and accuracy before accepting incoming inmates; conducts pat-downs or strip searches of inmates as necessary and required by guide lines to find contraband; inventories inmate's clothing, personal property and money; takes finger prints and mug-shots for verification by local, state, and federal agencies; utilizes force and/or self defense techniques to restrain disruptive or combative inmates; issues inmates who are staying in custody all the appropriate paperwork, rules and regulations, facility issued clothing, personal hygiene kit, all bedding and linens; and assigns inmate quarters during their stay.

Observes and controls inmate movement within the facility, conducts inmate searches for contraband, provides first aid and CPR when necessary.

Insures that all interior and exterior facility doors are secured and maintained in a secured fashion at all times; monitors inmate activities by utilizing monitor screens, intercom systems; controls all lighting, television, and inmate phone systems.

Contacts outside agencies as necessary, such as Fire Department, EMS, Police Department, Communications Center.

Monitors inmates behavior for signs of personality changes, depression, and developing conflicts between inmates; enforce the rules, regulations and guidelines as set forth for inmates which include indicating disciplinary action when necessary; prepares and maintains records of inmates psychical and mental problems; delivers prescription and non-prescription medications in the absence of clinical personnel.

Prepares and maintains records of daily activities on the computer in accordance with departmental policy and procedures; receives, opens, and inspects incoming mail.

Prepares and maintains accurate log entries, detailing the services and daily routines; creates and maintains files on inmates recording the date, time and reason for incarceration; any changes in the conditions or requirements of incarceration and the time, date and authority for release.

Serves as a first responder when there is a problem in the facility, i.e. fight, medical emergency, fire, etc.; escorts inmates that need additional supervision or security or isolation to a different cell area within the facility; monitors radio traffic; supervises inmates in cleaning of the facility; accounts for cleaning supplies used by inmates; conducts linen and clothing changes; and assists medical personnel when necessary.

Verifies inventory of inmate's clothing, personal property, and money against written records; generates a computerized copy of all property; insures maintenance and storage of inmate property not allowed in the housing area.

Verifies inmates ability to leave the facility by utilizing the computer and written records of the facility and by verifying paperwork from local, state and federal agencies and the court; generates and completes release paperwork; sends copies to records and other agencies as required.

Maintains security during clinical visits; and monitors all inmates coming into the examination area; conducts searches of inmates as necessary after leaving the examination area for the control of contraband.

Supervises meal delivery; pick up and tray return; removes trash from the facility; insures that inmates with special menus receive the correct meal; and notes reports any inmate who refuses meals.

Conducts inmate head counts; monitors activities of suicidal inmates, violent inmates, and trouble causing inmates, monitors inmates during visitation and recreation.

Insures all inmates are accounted for at all times; prevents inmate escapes, introduction and/or passing of contraband and prevents the assault or injury of inmates and staff; insures that each inmate received their meals, clothing changes, mail, as set forth in departmental policy.

Prepares written reports of incidents, which occur inside the facility, disciplinary action taken against inmates, or any other activity outside of the normal day-to-day operation of the facility and behavior of inmates,.

Prepares reports detailing operational problems such as defective equipment, suggestion for improvement of services, or hazardous conditions.

Conducts various and sporadic shakedowns and strip searches for the safety of the officers and other inmates.

Logs visitation hours of inmates and insures the safety of visitors to include attorneys and other professional visits.

Answers inmate questions regarding the rules and regulation of the facility; provides information regarding the booking process, bond amounts, and charges, etc.

Performs other related work as required by the Sheriff.

EDUCATION:

High school diploma or equivalent. Valid Kansas Drivers License, First Aid Certification, CPR Certification. No Felony or Class A Misdemeanor Convictions.

EXPERIENCESKILLS:

1. Knowledge of laws pertaining to the custody of prisoners.
2. Knowledge of the security of buildings and grounds, and other rules and regulations governing entrances and exits.
3. Knowledge of health and safety practices.
4. Ability to evaluate and report behavior problems.
5. Ability to follow and prescribe routine controlled visitation in the building.
6. Ability to detect and report conditions which might indicate danger.
7. Ability to communicate with troubled inmates.
8. Ability to establish and maintain effective working relationships with inmates, staff members, other employees, and the public.
9. Ability to act quickly and calmly in an emergency situation.
10. Ability to understand and carry out oral and written instructions.
11. Ability to communicate courteously and effectively with associates and the general public.
12. Ability to prepare and maintain complete accurate records and reports.
13. Ability to psychically restrain uncooperative inmates.
14. Ability to graduate from any training academy or seminar as may be required by the Sheriff.
15. Ability to use and care for firearms, and in the use of such other regular and special equipment as may be assigned for completion of duty or tasks.
16. Successfully complete jail operation certification with examination.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Detention Officers exercises judgment with some supervision.

PHYSICAL REQUIREMENTS / ABILITIES:

Computer and printer; intercom system; cameras, including 35 mm and video taping camera; emergency fire equipment; restraint equipment; copier machine; radio communications; all monitors; motor vehicles; riot equipment; finger print equipment; telephone and other equipment as required for completion of tasks.

Occasional supervision. Most duties are repetitive and related. Uses standard procedures. Refers unusual problems with suggestions for solution. Frequent close mental and visual alertness required. Walks, bends and lifts. May be under constant risk and discomfort.

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

WORKING CONDITIONS:

This position is a non-supervisory position. Receives inmates from Deputies or other agencies to be housed in the Barton County Detention Facility. Maintains and monitor the operations for the safe housing of inmates. Regular contact with public, 90% of duties with public.

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Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head
Signature _____

DATE WRITTEN: MAY, 1985
DATE REVISED: March 3, 2005
DATE REVISED: March 16, 2015