

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: DETENTION OFFICER JAIL DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs specialized law enforcement work in the care and security of inmates in the Detention Center. Work involves admitting and booking inmates, ensuring security of inmates and the center, and preparing inmates for court appearances. Performs security service for court officials and directs activities pertaining to court security. Issues clothing, personal hygiene supplies, and linens; observes inmates to recognize need for medical attention. Employee is subject to the usual hazards of jail management work. Reports to the Lieutenant/Detention Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Restrains inmates using handcuffs and other restrains if necessary.

Admits prisoners to the Detention Center; ensures that inmates are properly booked and searched, and allowed calls to attorneys and relatives; calls bondsman if necessary; advises inmates of rules and regulations.

Assists and directs jurors to their allocated seat; assists in swearing in of jurors and witnesses; performs opening/closing ceremony in the courtroom.

Secures inmates' property, properly storing and returning appropriate items upon release.

Reviews logs and reports from previous shifts; maintains knowledge of inmate population and cell assignments; completes activity logs and reports; prepares reports including sketches.

Supervises and/or operates central or block control center panel and monitors security cameras, television monitors to view areas of the center; performs visual and audio surveillance of doors and activities of inmates and staff.

Observes inmates' demeanor to determine illness and/or mental state and possible need for treatment and/or closer observation; transport when necessary.

Issues linen, clothing, toilet supplies; supervises shower and inventory of supplies.

Receives and directs incoming calls.

Distributes mail to inmates; provides inmates with paper, pencils and envelopes; collects outgoing mail from inmates.

Inspects the cleaning of center to meet requirements of state and local regulations and standards.

## **DETENTION OFFICER**

Patrols entire area periodically to prevent escapes and maintain order; pursues inmates when necessary.

Supervises inmate trustees in service of meals to inmates; supervises trustees in obtaining snacks from canteen for inmates; collects money for canteen from inmates.  
Supervises inmate trustees in cleaning of jail cells; distributes cleaning supplies to trustees.

Prepares inmates for court, visitations or medical appointments, etc.; escorts work release inmates to and from cell blocks; searches inmates upon return; performs rescue functions during emergencies.

Assists visitors, inspecting items brought to jail for inmates.

Gathers information in criminal and administrative investigations through interviews and statements.

Operates law enforcement vehicles.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Must attain certification as a Detention Officer by the North Carolina Sheriff's Training and Standards Commission within one (1) year of employment. Possession of a valid North Carolina driver's license. Annual certification in the use of firearms and CPR certification. Must obtain 32 hours of training in courtroom security by the NC Justice System.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, restraint devices, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing,

## DETENTION OFFICER

running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including law enforcement and legal terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of jail management/modern law enforcement.

## **DETENTION OFFICER**

Knowledge of local laws, ordinances and the North Carolina General Statutes pertaining to the commitment, confinement and release of prisoners.

Some knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Some knowledge of the standard practices, materials, techniques and equipment associated with the County Jail.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make decisions and take prompt and effective action in emergency situations.

Ability to communicate effectively orally and in writing; ability to use two-way radio.

Ability to exercise tact, courtesy and firmness in frequent contact with inmates, inmates' families, attorneys, ministers and other persons concern with the welfare of individual prisoners.

Ability to establish and maintain effective working relationships as necessitated by work assignments.