

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Detention Officer
Department: Detention Center
Revised : March 2011

Class : Protective Service
FLSA : 7K

This job description supersedes any prior description for the Detention Officer classification.

GENERAL DESCRIPTION

Highly responsible work in the operation of the Detention Center and incarceration of inmates.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Renders emergency assistance as necessary in an efficient manner, performs basic first aid on fellow employees and inmates as necessary.

Completes lawful orders and assignments as directed by commanding officer.

Enforces rules and regulations within the Detention Center.

Secures inmate's personal belongings, which includes filing a complete and accurate description of property.

Uses self-defense skills as necessary to control violent inmates and/or to defend against physical attacks.

Patrols the Detention Center in routine inspection, following procedures for safety and emergency situations.

Dispenses prescribed medication to inmates.

Supervises the use of all keys, tools, food, and janitorial supplies within the Detention Center.

Transports inmates using the proper restraints both within the Detention Center and Court House as well as to outside medical appointments and incarceration in other facilities.

Screens incoming inmates for contraband, processes and classifies incoming inmates, and searches them for safety and security purposes.

Performs cell block searches.

Maintains a variety of records, prepares a variety of reports.

OTHER JOB FUNCTIONS

Assists Court Deputies in the performance of their duties.

Serves in a continuous on-call status due to the nature of the work.

Performs general maintenance duties of facility as necessary.

Job Title: Detention Officer

Page : 2

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of fire evacuation procedures in the event of fire, and thorough knowledge of first aid applications.

Physical ability to wear self-contained breathing apparatus.

Ability to effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints, subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in defense.

Ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates in antagonistic environment.

Extensive knowledge of and ability to use fire extinguishers and fire extinguishing systems.

Ability to complete jailer certification courses within one year from hire date.

Knowledge and ability to inspect unclothed inmates including body cavities, with exposure to body fluids and wastes.

Knowledge of suicidal methods and ability to evaluate and make decisions in critical situations.

Thorough knowledge of release procedures for those non-sentenced and sentenced inmates, and procedures for legal commitment.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Employee may be exposed to potentially hazardous or volatile situations. Employee must be able to climb ladders, step over obstacles, step on and off machinery, etc. Work may include the operation of a motor vehicle, and the use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment is available and must be used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED, completion of Basic Detention Officer Training, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required. An Associate's Degree from an accredited college or university is preferred.

**This job description does not create an employment contract,
implied or otherwise.**