

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

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

Class : Protective Services
FLSA: 7K

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

GENERAL DESCRIPTION

Highly responsible work in the operation of the Detention Center. First line supervision may be exercised over a crew of Detention Officers. Supervision is received from a Detention Sergeant through observation and periodic conferences.

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.)

Supervises a crew of Detention Officers and ensures they are following established policies and guidelines and their paperwork is completed appropriately.

Distributes inmate medication and assists inmates with medical needs.

Mediates inmate complaints.

Answers questions from the public concerning inmates housed in the Detention Center.

Escorts inmates to and from court appearances.

Assists in the booking area with the intake and release of inmates.

OTHER JOB FUNCTIONS

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

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

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

Ability to effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints, subdue resisting

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inmates using maneuvers and resort to the use of hands and feet and other approved devices in self defense.

Ability to exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.

Ability to communicate effectively and coherently with other officers, inmates, and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of motor vehicle. Work may also include 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 should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university, possession of Intermediate Detention Officer Certificate, four years of experience as a full-time detention officer, hold the rank of Detention Officer II, 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.

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