

**ARCHULETA COUNTY, COLORADO**

**JOB DESCRIPTION**

**CLASS TITLE: Detentions Officer**

**DEPARTMENT: Sheriff’s Office**

**FLSA STATUS: Non-Exempt**

**JOB SUMMARY:**

Provides for the care and supervision of inmates confined within the Sheriff’s detention facility while ensuring security of the facility and safety and welfare of staff, visitors, and inmates

**SUPERVISION RECEIVED**

Recieves Supervision from the Detentions Corporal, Sergeant or higher ranking officials.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS:**

*The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Receives, processes, and releases inmates, including taking photographs, obtaining fingerprints, and inventorying and storing inmate property.

Explains detention center procedures to detainees and answers questions concerning conditions of detention.

Directly supervises inmates to ensure the well-being, care, security, and containment of all inmates in accordance with the guidelines of division, department, and correctional policy, procedures, and regulations.

Maintains inmate roster and location boards.

Conducts inmate counts and periodic checks of inmate living quarters and common areas.

Supervises and monitors inmate activities and behaviors.

Operates detention center control panels to secure facility.

Responds to emergency situations including accidents, injuries, and inmate conflicts.

Restrains and/or subdues inmates using restraint methods consistent with established policy, procedures, and rules.

Conducts searches of inmates and inmate property. Conducts shake-down inspections of inmates and living areas.

 Reports any observed damage to detention facility property. Documents incidents and prepares records and reports of shift activities.

Dispenses medications.

Participates on the inmate discipline board.

**OTHER DUTIES**

Orders inmate and detention facility supplies as needed.

May transport and escort prisoners and detainees to court, medical facilities, and other detention facilities as required.

Performs other duties as assigned and required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS**

Must be able to mentally and physically perform all duties of the position. This position is required to drive department vehicles, subdue and search suspects and prisoners; use law enforcement weapons; etc.

Must be able to pass a standard physical examination, psychological evaluation, pre-employment physical agility test, and successfully complete and maintain required physical standards and certifications for the duration of employment with the department.

Must be able to pass a background investigation and criminal history check.

You will be required to work: day, night and overnight shifts, weekends, holidays and on-call on a rotational basis.

Incumbent is occasionally required to work outside normal work hours in the performance of duties.

**Education, Experience and Licenses**

This is a sworn position that does not require P.O.S.T. certification, however, POST certification is acceptable and even desireable is the incumbent has been through an Academy (in any State).

**Education –** High School Diploma or GED equivalent.

# Experience – One year of experience in a directly related field or in the performance of similar duties and responsibilities.

**Licenses and Certifications:**. Candidates must be at least 21 years of age upon hire.

Possession of a valid Colorado Driver’s License.

Possession of or ability to obtain CPR and First Aid certifications, and maintain such certification throughout the duration of employment with the department

Has or will complete the basic Detention Officer’s Training Program, within the first year of employment.

Bilingual (English/Spanish) skills preferred.

**SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

Principles, practices, and methods as related to modern detention procedures and inmate supervision.

Detention rules, regulations, policies, procedures, and standard operation procedures.

Have knowledge of and apply various self-defense and restraint techniques.

**Ability to:**

Gather pertinent facts, makes through analysis, and arrives at sound conclusions.

Work under pressure, exercise good judgment, and make sound decisions quickly in the face of life and death emergencies.

Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Adhere to the departments professional and ethical standards of conduct.

Exhibit discretion and provide professional customer service to clients and the public.

Communicate clearly and concisely, both verbally and in writing.

Operate and communicate on two-way radios.

Present information/instruction in individual or group situations and in a persuasive manner.

Operate vehicles, computers, standard office equipment, restraint gear, and other special equipment as necessary.

Think and act quickly, analyze situations, and adopt effective courses of action, often in stressful and emergency situations.

Mediate conflicts among disparate individuals and groups.

**TOOLS AND EQUIPMENT USED:**

Requires the frequent use of a law enforcement vehicle, radio, handgun, and other weaponry as required, expandable baton, handcuffs, breathalyzer, first aid equipment, pager, personal computer, including word processer and spreadsheets, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS:**

*The physical demands described herein are representative of those that must be met by an employee to successful perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position the employee is frequently required to sit, talk, monitor and respond to radio and telephone systems. Specific vision abilities required for this position include but not limited to, to see and distinguish close objects, such as detailed documents, distance vision, have the ability to identify objects in low to bright light, to see movement in a wide field of vision, color vison.

Ability to conduct activities requiring climbing, stooping kneeling/bending, crawling, twisting, reaching on a moderate to substantial basis. Ability to work with hands above shoulder height or arms extended at or above shoulder height, ability to lift up to 100 pounds. The employee is required to use and to finger dexterity to grasp or feel objects, tools or controls, and reach with hands and arms.

Requires repetitive movement’s standard in office-related activities such as typing, sitting and standing, talking in person and via telephone.

**WORK ENVIRONMENT:**

*The work environment characteristics herein are representative of those an employee may encounter while performing the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Work is primarily conducted indoors with occasional time spent in an outside environment. May occasionally travel to other County or regional locations as required to transport inmates. Ability to read and understand written documents, CCIC/NCIC records, legal documents, and related materials as required for the performance of the job.

Requires frequent use of both hands and manual dexterity to operate vehicles, keys, levers, and buttons and to operate security controls, doors, and equipment.

Auditory requirements sufficient to hear signals and two-way radios. Work involves stress associated with angry, upset, or distraught inmates or visitors and language and cultural variances. Requires ability to persuade and manage difficult people in unpredictable or dangerous situations.

Work requires physical and mental demands associated with breaking up conflicts, subduing inmates, and applying restraint and control techniques. Experiences regular exposure to fumes, dust, odors, blood-borne pathogens, STD's, or other health considerations.

Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to receive/exchange directions/instructions.

Requires frequent moderate lifting/carrying (up to 49 pounds) and occasional heavy lifting/carrying (50 pounds and over) of supplies and equipment. Requires frequent standing and walking, pushing/pulling, bending/stooping, twisting, kneeling, and squatting, and occasional running.

*All job 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 included. 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 be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

 *In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Employee Signature Duties