

# Washington County Adult Detention Officer Job Description

<b>Job Code:</b>	14
<b>Exempt:</b>	No
<b>Department:</b>	Sheriff's Office
<b>Reports To:</b>	Sergeant
<b>Location:</b>	Detention Facility
<b>Date Prepared:</b>	November 28, 2011
<b>Date Revised:</b>	June 14, 2021
<b>Safety Sensitive:</b>	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

## GENERAL DESCRIPTION OF POSITION

The incumbent, under the guidance and direction of the Sergeant, serves the County by efficiently supervising and maintaining discipline of felony and misdemeanor detainees, and meeting the needs of the detainees in accordance with federal and state law. Work effectively with all divisions and departments within the Sheriff's Office, Circuit Courts, District Courts, Public Defenders, Prosecuting Attorneys, other law enforcement agencies and the public. Displays a high level of initiative, effort and commitment towards completing assignments efficiently while working with minimal supervision, demonstrates responsible behavior and attention to detail. Must meet minimum requirements under state law for certification to work in the jail, including but not limited to, the 80-hour state certified Jail Standards course, and the 172-hour state certified Detention Training Program.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processing of detainees to include: Intakes, reviews arresting officer's paperwork to ensure all necessary paperwork has been received, thus protecting the Sheriff's office from potential civil lawsuits, bookings, pictures, fingerprints, telephone calls, searching incoming detainees, complete DNA swabs of required detainees, accurately identify all detainees, segregating detainees according to their classification. Responsible for the personal property of detainees, which includes; securing large sums of cash, and other valuables. Complete other activities associated with incarceration in the County Detention Center.
2. Secure the building and grounds; protect the rights and safety of detainees to include: jail checks, searching detainees and their quarters according to guidelines for contraband, supervise the cleaning of cells and building, issue linen/laundry needs and log outgoing detainee mail. Collect and deliver legal mail to/from the detainees. Complete and maintain an accurate count of all detainees and their locations within the facility.
3. Transport detainees and mental commitments to medical facilities, court, other jails, and any other destination, as the situation requires. Responsible for the safety of the general public, the detainees, and other officers during the transports.
4. Supervise and evaluate between 1 to 35 detainees per block, during the following activities: exercise, meals, visits, telephone calls, and trusty workloads of between 80 to 100 trusty assignments.
5. Schedule medical screening for detainees, exposure to detainees with medical conditions such as, COVID 19, HIV, Tuberculosis, and Hepatitis B. Distributing prescription and over the counter medication four times a day, and provide security for medical staff during their daily duties. Dispense

hygiene products and instruct detainees with the operation of the Kiosk so they have access to a nurse, telephone call, and know how to submit a request/grievance.

6. Maintain in excess of 15,000 records: including medical files for detainees in any given year, check criminal records and warrants of all incoming detainees.

7. Monitor maintenance of all emergency equipment in the detention center, camera equipment, and food supplies. Monitor facility operation and the safety of officers and detainees within the master control room and the two control rooms located in each pod by the operation of technical equipment, such as cameras, door lock controls etc.

8. Report and articulate to emergency units, contact appropriate technicians to report computer or electrical malfunctions, when necessary.

9. Responsible for monitoring operations of the detention commissary and indigent supplies for detainees to include: ordering supplies, delivering items, maintaining inventory, keeping county expenses to a minimum, and assisting as needed in other departments within the division.

10. Disseminate detainees' pictures to other agencies. Have the ability to operate the Automated Fingerprint Identification System and ensure it is functioning properly.

11. Responsible for detainees' behavior/interaction with staff and visitors; subdues disruptive detainee behavior and isolates problem detainees and maintains visual/audio check of detainees. Remains constantly alert for disruptions, such as escape planning, fighting, suicide attempts, and other prohibited activities. Maintains security for persons entering/exiting the jail, control electronic door openers, computer entry of jail checks, computer accesses motion detectors, security alarms and check temperatures of cells.

12. Maintain a log of daily activities for the detention center and trustees and maintain security of all weapons. Check all incoming items for contraband. Maintains a schedule for detainee exercise periods and conducts checks during those times to ensure security for detainees and staff.

13. Providing social services, under established procedures, to the detainees to include: counseling, visitation, clergy, attorneys, and mail privileges. Supervise and administer all programs within the jail facility, which includes; Alcoholics Anonymous, G.E.D. Program, all ministry programs and library privileges.

14. Providing for a safe environment for the detainees and immediately abating any hostile actions.

15. Possess the ability to physically respond to emergencies quickly and restrain detainees, as required, and recognize emergency/dangerous situations and respond appropriately.

16. Ensures detainees with required court appearances are properly scheduled for court and transported to the appropriate court from the Washington County Detention Center. Assists with carrying out the decisions and orders of the court.

17. Maintain accurate reports of all incidents and be prepared to testify in Federal Court on civil lawsuits filed, which have a liability potential in excess of several hundred thousand dollars, against the Sheriff and County.

18. Maintain accurate reports of all incidents and be prepared to testify in Federal Court, Circuit Court, and District Court on criminal cases.

19. Responsible for taking cash bonds in excess of \$10,000, issuing a receipt and securing the money until given to appropriate supervisor.
20. Represent the Sheriff's Office in a professional manner to enhance the County's image.
21. Attend and successfully complete 24 hours of continuing education per calendar year. Must obtain certification for ACIC/NCIC, as well as, be able to operate the terminal for criminal histories, etc.
22. Supervise the trusties during food preparation and meal delivery and tray return; ensures detainees with special diets received the correct tray; notifies detainees that are refusing meals.
23. Completes daily paperwork reflecting the numbers of daily bookings, releases, and numbers of detainees transferred and awaiting transfer to the Arkansas Department of Corrections.
24. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell; frequently required to climb or balance, stoop, kneel, crouch, or c. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED; completion of jail standards certification training course, Detention Training Officer program, and be knowledgeable of jail operations, basic first aid, CPR, and protection from blood-related and/or other viruses, County policies and procedures, federal and state laws, as well as self-defense and physical constraint procedures are required.

### **OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation polygraph examination and credit history and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Driver's License.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.

The person in this position must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Display high standards of ethical conduct. Exhibits honesty and integrity, refrains from theft-related, dishonest or unethical behavior. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, computer and typewriter.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; drive vehicles; use Hands and fingers to handle or feel objects or controls; reach with hands and arms; talk or hear; or smell. The employee is routinely required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must be in such physical condition as to enable them to defend themselves; as well as other officers or detainees from attacks by incarcerated individuals. The employee must occasionally lift and/or move up to 100 pounds. Visual acuity sufficient to perform inspections, identify individuals at a reasonable distance and observe details in incidents. Auditory acuity sufficient to hear conversations and distinguish between normal/abnormal sounds in a detention setting.