



ADULT DETENTION OFFICER

Job Code:	Step Plan
Exempt:	No
Department:	Sheriff's Office
Reports To:	Sergeant
Classification Type:	Safety Sensitive
Primary Worksite Location:	Sheriff's Office

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

- Regular and Reliable attendance required

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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



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- Report and articulate to emergency units, contact appropriate technicians to report computer or electrical malfunctions, when necessary.
- 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.
- Disseminate detainees' pictures to other agencies. Have the ability to operate the Automated Fingerprint Identification System and ensure it is functioning properly.
- 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.
- Maintain a log of daily activities for the detention center and trusties 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.
- 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.
- Providing for a safe environment for the detainees and immediately abating any hostile actions.
- Possess the ability to physically respond to emergencies quickly and restrain detainees, as required, and recognize emergency/dangerous situations and respond appropriately.
- 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.
- 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



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dollars, against the Sheriff and County.

- Maintain accurate reports of all incidents and be prepared to testify in Federal Court, Circuit Court, and District Court on criminal cases.
- Responsible for taking cash bonds in excess of \$10,000, issuing a receipt and securing the money until given to appropriate supervisor.
- Represent the Sheriff's Office in a professional manner to enhance the County's image.
- 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.
- Supervise the trusties during food preparation and meal delivery and tray return; ensures detainees with special diets received the correct tray; notates detainees that are refusing meals.
- Completes daily paperwork reflecting the numbers of daily bookings, releases, and numbers of detainees transferred and awaiting transfer to the Arkansas Department of Corrections.
- Perform any other related duties as required or assigned.
- Other duties as 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. 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.



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.

PHYSICAL DEMANDS

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.

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.



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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.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____