

DETENTION CENTER OFFICER SHERIFF DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, a Detention Officer is responsible for carrying out custody related duties, directly supervising inmates at all times, ensuring the safety of inmates, staff and county property by maintaining discipline and orderly operation of the Detention Center. Employee must demonstrate professionalism and exercise considerable tact and firmness when interacting with inmates and the general public. Employee must also exercise alertness and independent judgment in dealing with unusual situations. Employee is subject to the usual hazards of jail management work.

SUPERVISOR AND WORK SCHEDULE

A Detention Officer reports directly to the facility chain-of-command, Sheriff and when appropriate, the Sheriff's Command Staff. The normal shift hours are 5:45 am to 6:00 pm and 5:45 pm to 6:00 am, unless otherwise directed by management. Detention Officers will work weekends and holidays as schedule requires and may be called upon to work other shifts due to staff shortages or emergency situations.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Demonstrates a thorough knowledge of Sheriff's Office Standard Operating Procedures and an accurate knowledge of all Detentions Center Policy and Procedures and Post Orders.

Admits prisoners to the Detention Center; ensuring inmates are properly booked and searched prior to placement in population and allows inmates to call attorneys, relatives and bondsman if necessary during the booking process. Conducts initial inmate orientation and provides prisoners with jail rules and regulations.

Correctly secures and stores inmates' property during incarceration and ensures all appropriate personal items are returned upon release.

Supervises inmates in housing areas, on work details, during recreational activities and any other post assignment directed by the officer-in-charge. Duties will consist of, but not limited to the following:

- Maintain discipline and order by enforcing rules and regulations for the safety and protection of the general public, inmates, staff and county property.
- Conducts rounds in housing areas on a frequent basis and makes accurate head counts of inmates assigned to the Detention Center in an effort to prevent an escape.

- Must be able to subdue and restrain an inmate, by using a reasonable level of physical force consistent with North Carolina Law and Policy and Procedure.
- Operate various security and safety devices proficiently, including security doors, cameras and fire prevention and detection systems.
- Ensure inmate compliance with safety and sanitation requirements.
- Conduct searches of inmates and their personal belongings minimizing the potential to have weapons or other contraband within the facility.
- Observes inmates behavior and demeanor to identify possible health issues or mental state which would require possible treatment or close observation.
- Maintain security of inmates during transport to court, medical appointments or other correctional type facilities.
- Reviews reports from previous shifts; maintains knowledge of inmate population and cell assignments; completes necessary reports and communicates critical information to other facility staff.

ADDITIONAL JOB FUNCTIONS

Assists visitors, inspects items brought to jail for inmates.
Answers telephones and delivers messages to the proper officials.
Assists medical professionals when necessary.
Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, or any equivalent combination of training and experience which provides the required skills, knowledge or abilities.

SPECIAL REQUIREMENT

Certification as a Detention Officer by the North Carolina Sheriffs Training and Standards Commission.

Certification in the use of chemical aerosol agents (O/C Spray), Tazers and other various impact weapons.