

DETENTION OFFICER

DEFINITION OF WORK

Performs responsible correctional and detention work in the County Detention Center. Employees in this class perform inmate detention, care, security, and booking and release work in accordance with established Sheriff's Office policies and procedures. Work includes the care, observation, and security of inmates inside the jail. Employees must exercise initiative and judgment in making decisions regarding inmates with suicidal, violent, or mentally unstable tendencies, and in dealing with attorneys, families, and others. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed under regular supervision and is reviewed for adherence to regulations and procedures, accuracy of paperwork, adherence to schedules, and effective interpersonal skills and decision-making in dealing with inmates and coworkers.

EXAMPLES OF WORK

Receives and releases detainees and inmates from the Booking and Release unit; assists in the visitation process either virtually with relatives or in person visits with attorneys and court officials; escorts inmates to visitation rooms; performs security checks ensuring the safety, security and accountability of inmates and staff; maintains a high level of visibility; directs inmate behavior to maintain orderly conduct and prevent altercations; delivers and inspects incoming and outgoing mail; distributes medication, personal hygiene items, meals, linens, clothing, mail, and other items to detainees and inmates; checks on intoxicated and other inmates in special medical or mental conditions; prepares inmates for court; supervises inmates in the cleaning of cells, service of food, cleaning of kitchens, and laundry; maintains accurate and detailed records on work and inmate activities; prepares inmates for transportation to court, medical, mental health, and other types of necessary trips; assists the canteen in the distribution of supplies to detainees and inmates; observes detention center monitors and computer videos to ensure safety and security; operates radio to effectively communicate with other staff; conducts contraband searches on inmates, facility, vehicles and cells; inspects all assigned equipment; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school and two years of progressive work experience; or an equivalent combination of education and experience, supplemented by detention officer certification training.

Knowledge, Skills, and Abilities:

Working knowledge of federal, State, and local laws and regulations pertaining to inmate detention; working knowledge of policies and procedures covering inmate security, classification, care, and security; working knowledge of the practices, materials and equipment used in cleaning and maintaining buildings and equipment; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining environment; ability to deal tactfully and firmly with inmates, law enforcement personnel, and the general public; ability to prepare and maintain accurate records manually and in a computerized environment; ability to establish and maintain effective work relationships with the supervisors, other employees, law enforcement and court personnel, and the general public.

SPECIAL REQUIREMENTS

Compliance with minimum standards for training and certification as set by the State of North Carolina for detention center personnel. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards detention work which includes working inside a jail environment and exposure to various hazards such as dangerous persons, loud noises, and hazards such as cleaning chemicals, close quarters, and narrow passages. Work is also subject to the final OSHA standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to prepare records and reports; observe people and things for security purposes, and operate electronic control panels and view computer screens.