

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DETENTION OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work assisting with the daily operations of the jail facility while maintaining safety and security. Interacts directly with inmates during booking process and daily activities. Ensures tasks are performed providing secure care consistent with Federal and State guidelines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors activities and performs a variety of tasks involving inmates on a daily basis; observes inmates for mental and physical problems; provides or obtains medical treatment for inmates as necessary; receives and responds to inmate requests and concerns; escorts inmates to various locations; locks and unlocks cells; coordinates and provides transports of inmates; provides instruction on work details assigned to inmates; provides needed supplies to complete tasks; assists with commissary tasks; ensures accountability for inmates at all times; supervises visitation times.

Assists with procedures performed when a new inmate arrives; searches and secures new inmates; gathers information from arresting officer; operates video equipment during booking procedures; prepares index card for each inmate; compiles fingerprint cards and tracking sheets; obtains criminal history and drivers history; classifies inmates based on criminal history; records and maintains inmate information summary; prints medical sheets on inmates; obtains appropriate signatures from inmates; conducts observations to determine mental and physical status; provides explanation of booking process; offers and provides inmate phone call opportunity; determines bond amounts; assigns bed/cell area and notifies appropriate officers of assignment.

Ensures compliance with established rules, regulations, policies and procedures, and local, State and Federal regulations; conducts routine inspections and monitors activities to maintain awareness and prevent potentially dangerous and unsafe situations from developing.

Assists in maintaining the physical upkeep of the jail facility; conducts routine inspections to determine the need for update and repair; performs routine maintenance and repair tasks; ensures fire systems and smoke detectors are in proper working order; monitors supply stock levels and orders materials and supplies as needed.

Performs administrative tasks in support of the daily operations of the facility; completes and maintains numerous records, logs and reports involving inspections, equipment and system operations, and related information; monitors booking activities and ensures proper booking procedures are followed.

Performs public relation activities providing information and assistance to the public and other individuals; provides answers and information to families and others inquiring about inmates.

Operates a personal computer, phone system, fax machine, copier and other equipment as necessary to complete essential functions; operates various systems within the facility including smoke control override panel, fire alarm panel, control panels for locking system, air-conditioner system, surveillance equipment, and radio communication equipment to perform essential tasks.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; less than one year of experience working in a detention facility, law enforcement, security or closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license, Basic Jail Officer Certification, and other certifications as required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, temperature and noise extremes, human bites, violence, disease, or rude/irate individuals.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.