

JOB TITLE: DETENTION OFFICER
REPORTS TO: SHIFT SUPERVISOR LT.
DEPARTMENT: SHERIFF
DIVISION: DETENTION CENTER

ORIGIN DATE: MAR 1995
REVISION DATE: JAN 2007
DEPARTMENT NO: 10-20
JOB NO: 20-02

I. JOB SUMMARY:

This is a full time non-exempt position. Performs assigned duties to assure efficient and lawful operation of the Detention Center.

II. PRIMARY DUTIES:

- A. The officers will process incoming and outgoing prisoners.
- B. The officers will transport inmates to court, medical appointments and other law enforcement facilities. Transport will be on foot, by auto or if necessary by ambulance. The officers are also responsible for moving inmates to other assigned areas to meet with attorneys, law enforcement officers, and for religious services or Alcoholics Anonymous groups. Officers are responsible for applying appropriate restraints during transport and for maintaining proper supervision.
- C. The officers will allow prisoners access to the telephone at specified times to make out-going calls. Prisoners will be allowed access to the Center's library including requested legal materials. This includes accepting written requests for legal assistance and delivering to the Clerk for distribution to attorneys.
- D. Maintain a daily log of all activities within the Center including visits by the public, relatives of inmates, attorneys and Court Services personnel.
- E. Maintain the safety of the staff and the residents of the facility. All incoming property will be searched for the presence of weapons and contraband. Inspect cells as necessary to search for weapons and contraband.
- F. Supervise all inmate visitations from professionals or authorized visitors and conduct searches and log all incoming property intended for prisoners.

- G. Contact medical personnel as needed following observation of prisoner health complaints. EMT's or an ambulance may be summoned for emergency situations. Appointments will be made for non-emergency situations. Assure proper medication for prisoner prescribed medications, disperse as directed and keep a log.
- H. Distribute prisoner requested writing material and stamp according to policy. Pick up outgoing mail and deliver to the Clerk for mailing or pickup.
- I. Maintain cleanliness and order in the facility. Collect trash following meals. Wash laundry from the facility and inmate's personal laundry. Disperse personal hygiene items to the prisoners.
- J. Maintain personal knowledge of all inmates and assure that they are accounted for and in their proper location.
- K. Advise the Food Supervisor of the prisoner count and serve three meals each day. Note any special dietary needs of any prisoner.
- L. Act as Deputy Clerk for the District Court by completing bond forms. Serve warrants as needed on prisoners in court or at the Center. Assist Deputies, Dispatchers and Juvenile Attenders with the fulfillment of their duties.

III. INTERMITTENT DUTIES:

- A. May be required to attend training sessions or seminars.
- B. May be assigned additional duties on a temporary or emergency basis.
- C. May be assigned as a shift leader.

IV. QUALIFICATIONS:

Must be bondable. Must possess current Kansas Class C driver's license. Must obtain any license or certification applicable to this position established by federal, state or local law or regulation.

- A. EXPERIENCE: None.

- B. EDUCATION: High school diploma, G. E. D. or equivalent required. Two years post-secondary education leading to an Associated Degree is preferred.
- C. KNOWLEDGE: Acquire knowledge of statutory requirements pertaining to this job. Must have ability to receive, interpret and follow verbal and written instructions.
- D. SKILLS: Operate motor vehicles (requires valid class C driver's license), two-way radio, computers, calculator, and other equipment common to law enforcement.

Problem Solving: Frequent problems/situations arise in this position requiring the application of knowledge or investigating proper sources for solutions.

Decision Making: Frequent situations occur that are outside established policies or procedures to life threatening.

Supervisory: Moderate when assigned to back-up Supervisor or perform as shift leader.

Financial/Budgetary: Moderate. Handles inmate funds and property. Budgetary – None.

Interpersonal: Intense level of contact with inmates, moderate contact with department personnel and other County offices. Frequent public and professional contacts.

Language Skills: Must be able to read write and speak English fluently, ability to speak second language helpful.

Working Conditions: Facilities are current state of the art. May be exposed to some weather elements and life threatening situations.

Physical Requirements: Moderate requirement to lift up to 50 pounds to a height of 48 inches. Must be able to experience short periods of high intensity of physical exertion. Must be able to pass physical and psychological examination. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) the Equal Employment Opportunity Commission (EEOC) and the Fair Labor Standards Act (FLSA).

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation. I understand that being dishonest about the abovementioned can lead to disciplinary procedures up to and including termination.

Signature _____

Date _____

Lyon County Representative Signature _____