

Job Description – Detention Officer

JOB SUMMARY:

The Detention Officer within the Chase County Detention Center is a non-exempt, full-time position under FLSA which reports to Detention Center Sergeants. This position performs assigned duties to assure efficient, lawful operation of the Detention Center. All Duties set forth in this Job description are subject to change and not limited to this outline. Starting pay will be \$19.50/hour unless otherwise determined by the Detention Center Administrator due to prior experience.

PRIMARY DUTIES:

1. Complete any and all duties pertaining to the safe and efficient operation of the Detention Center.
2. Responsible for ensuring policies and procedures as well as the inmate handbook are properly followed.
3. Show up for work on a regular and predictable basis as scheduled.

INTERMITTENT DUTIES:

1. Occasionally required to perform the duties and assume the responsibilities of the Detention Center Sergeants.
2. Performs clerical work including typing, faxing, filing and data entry.
3. Maintains open communication with the duty nurse to accommodate the scheduling of medical appointments with any other activities pertaining to Detention Center operations or inmate classification. Also ensure the directions of the duty nurse are complied with.
4. Handles conflicts between inmates and inmates as well as inmates and staff. Also, will handle questions and problems from the public.
5. Will work with outside agencies to assist in housing needs, work programs, warrant issues, i.e., placing holds.
6. Respond to all emergencies that arise on shift and ensure that proper procedures are followed.
7. Ensure proper money accounting procedures are followed. Ensures procedures for cash accounts of inmates are followed.

8. Fully and completely comply with court orders.
9. Ability to prepare and supervise the preparation of clear, accurate and comprehensive reports.
10. Develop working knowledge regarding the proper operation of all assigned equipment of staff.
11. Complete daily tasks in a timely and professional manner.

BASIC REQUIREMENTS:

1. **EXPERIENCE:** Experience preferred but not necessary.
2. **EDUCATION:** High school diploma, G.E.D. or equivalent required.
3. **CERTIFICATIONS:** This employee should maintain a valid Kansas Driver's License with a good driving history. Other certifications may need to be obtained to include CPR & First Aid, Taser, firearms, etc.
4. **CRIMINAL HISTORY:** The employee must not have been convicted of a crime that would constitute a felony under the laws of this state, a misdemeanor crime of domestic violence, or a misdemeanor offense that reflects on the honesty, trustworthiness, integrity, or competence of the employee.
5. **KNOWLEDGE:** Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write, and speak English with the ability to speak a foreign language helpful. Must be required to obtain knowledge of statutory requirements pertaining to this job.
6. **TECHNICAL SKILLS:** Ability to read, analyze and interpret business and governmental documentation. Ability to write reports.
7. **PROBLEM SOLVING:** Ability to define problems, collect data, establish facts, and draw valid conclusions in assessing, rehabilitating, and providing correction for any situation involving the Detention Center.
8. **DECISION MAKING:** The ability to know when to confer with shift supervisors or other staff to make a decision is needed.
9. **SUPERVISION:** This position reports directly to the Detention Center Shift Sergeant, then the Lieutenants, followed by the Captain or Jail Administrator.

10. **FINANCIAL ACCOUNTABILITY:** Responsible for efficient use of all equipment, facilities, and material used for detention center.
11. **PERSONAL RELATIONS:** The ability to communicate with the public in an effective manner, to establish a working relationship with Federal, State, and local county and municipal offices and the ability to express oneself clearly and precisely, orally and in writing is essential.
12. **WORKING CONDITIONS:** Working conditions are inside and outside in moderate and extreme conditions. Working conditions can be extremely high-stress for long periods of time without relief. While performing duties to this job, employees occasionally work near moving mechanical parts. This employee may occasionally be required to work outside in volatile or changing weather conditions.
13. **PHYSICAL REQUIREMENTS:** The employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee is infrequently required to climb or balance. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must regularly lift and remove up to 15 pounds, frequently lift 25, and occasionally lift or move more than 100 pounds. Specific vision abilities required by this job are close vision, distant vision, peripheral vision, depth perception, night vision, and the ability to adjust and focus.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

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).