

**DEPARTMENT:** Barton County Sheriff's Office

**POSITION TITLE:** Detention Officer

**GRADE:** 3

**EMPLOYMENT CATEGORY:** Regular Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** Sheriff, Undersheriff, Detention Sergeant and Corporal

**POSITION SUMMARY:**

Perform routine work in the safe keeping of prisoners in the custody of the Sheriff at the Barton Detention Facility. Protect the well being of prisoners overseeing them during their time of confinement, whether it is during mealtime, other activities or while in their quarters.

**FUNDAMENTAL JOB DUTIES:**

Review the arresting officer's paperwork for completeness and accuracy before accepting incoming inmates; conduct pat-downs or strip searches of inmates as necessary and required by guidelines to find contraband; inventory inmate's clothing, personal property and money; take finger prints and mug-shots for verification by local, state, and federal agencies; utilize force and/or self defense techniques to restrain disruptive or combative inmates; issue inmates who are staying in custody all the appropriate paperwork, rules and regulations, facility issued clothing, personal hygiene kit, all bedding and linens; and assign inmate quarters during their stay.

Observe and control inmate movement within the facility. Conduct inmate searches for contraband, provide first aid and CPR when necessary.

Insure that all interior and exterior facility doors are secured and maintained in a secured fashion at all times; Monitor inmate activities by utilizing monitor screens, intercom systems; control all lighting, television, and inmate phone systems.

Contact outside agencies as necessary, such as Fire Department, EMS, Police Department, Communications Center.

Monitor inmates behavior for signs of personality changes, depression, and developing conflicts between inmates; enforce the rules, regulations and guidelines as set forth for inmates which include indicating disciplinary action when necessary; prepare and maintain records of inmates psysical and mental problems; deliver prescription and non-prescription medications in the absence of clinical personnel.

Prepare and maintain records of daily activities on the computer in accordance with departmental policies and procedures; receive, open, and inspect incoming mail.

Prepare and maintain accurate log entries, detailing the services and daily routines; create and maintain files on inmates recording the date, time and reason for incarceration; any changes in the conditions or requirements of incarceration and the time, date and authority for release.

Serve as a first responder when there is a problem in the facility, i.e. fight, medical emergency, fire, etc.; escort inmates that need additional supervision or security or isolation to a different cell area within the facility; monitor radio traffic; supervise inmates in cleaning of the facility; account for cleaning supplies used by inmates; conduct linen and clothing changes; and assist medical personnel when necessary.

Verify inventory of inmate's clothing, personal property, and money against written records; generate a computerized copy of all property; insure maintenance and storage of inmate property not allowed in the housing area.

Verify inmate's ability to leave the facility by utilizing the computer and written records of the facility and by verifying paperwork from local, state and federal agencies and the court; generate and complete release paperwork; send copies to records and other agencies as required.

Maintain security during clinical visits; and monitor all inmates coming into the examination area; conduct searches of inmates as necessary after leaving the examination area for the control of contraband.

Supervise meal delivery; pick up and tray return; remove trash from the facility; insure that inmates with special menus receive the correct meal; and notes on report any inmate who refuses meals.

Conduct inmate head count; monitor activities of suicidal inmates, violent inmates, and trouble causing inmates, monitor inmates during visitation and recreation.

Insure all inmates are accounted for at all times; prevent inmate escapes, introduction and/or passing of contraband and prevent the assault or injury of inmates and staff; insure that each inmate received their meals, clothing changes and mail, as set forth in departmental policy.

Prepare written reports of incidents, which occur inside the facility, disciplinary action taken against inmates, or any other activity outside of the normal day-to-day operation of the facility and behavior of inmates,.

Prepare reports detailing operational problems such as defective equipment, suggestion for improvement of services, or hazardous conditions.

Conduct various and sporadic shakedowns and strip searches for the safety of the officers and other inmates.

Log visitation hours of inmates and insure the safety of visitors to include attorneys and other professional visits.

Answer inmate questions regarding the rules and regulations of the facility; provide information regarding the booking process, bond amounts, and charges, etc.

Perform other related work as required by the Sheriff.

#### **EDUCATION:**

High school diploma or equivalent. Valid Kansas Drivers License, First Aid Certification, CPR Certification. No Felony or Class A Misdemeanor Convictions.

#### **EXPERIENCESKILLS:**

1. Knowledge of laws pertaining to the custody of prisoners.
2. Knowledge of the security of buildings and grounds, and other rules and regulations governing entrances and exits.
3. Knowledge of health and safety practices.
4. Ability to evaluate and report behavior problems.
5. Ability to follow and prescribe routine controlled visitation in the building.
6. Ability to detect and report conditions which might indicate danger.
7. Ability to communicate with troubled inmates.
8. Ability to establish and maintain effective working relationships with inmates, staff members, other employees, and the public.
9. Ability to act quickly and calmly in an emergency situation.
10. Ability to understand and carry out oral and written instructions.
11. Ability to communicate courteously and effectively with associates and the general public.
12. Ability to prepare and maintain completes accurate records and reports.
13. Ability to physically restrain uncooperates inmates.
14. Ability to graduate from any training academy or seminar as may be required by the Sheriff.

- 15. Ability to use and care for firearms, and in the use of such other regular and special equipment as may be assigned for completion of duty or tasks.
- 16. Successfully complete jail operation certification with examination.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Detention Officers exercises judgment with some supervision.

**PHYSICAL REQUIREMENTS / ABILITIES:**

Computer and printer; intercom system; cameras, including 35 mm and video taping camera; emergency fire equipment; restraint equipment; copier machine; radio communications; all monitors; motor vehicles; riot equipment; finger print equipment; telephone and other equipment as required for completion of tasks.

Occasional supervision. Most duties are repetitive and related. Use standard procedures. Refer unusual problems with suggestions for solution. Frequent close mental and visual alertness required. Walks, bends and lifts. Maybe under constant risk and discomfort.

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

**WORKING CONDITIONS:**

This position is a non-supervisory position. Receive inmates from Deputies or other agencies to be housed in the Barton County Detention Facility. Maintain and monitor the operations for the safe housing of inmates. Regular contact with public, 90% of duties with public.

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Department Head  
Signature \_\_\_\_\_

DATE WRITTEN: MAY, 1985  
DATE REVISED: March 3, 2005  
DATE REVISED: March 16, 2015