

Classification Title: Detention Officer – Major

FLSA Status: Exempt

BRIEF DESCRIPTION: Assists the Deputy and Director of Detention Services in the development of policy and procedures. Coordinates activities involving representatives from other Detention operations and law enforcement agencies. Oversees overtime for staff. Insures compliance with court orders. Schedules K-9 searchers for facilities. Answers questions from the public, attorneys, judges, media, etc. Staffs all platoons with adequate staff. Investigates complaints from inmates, family, and staff. Inspects facilities and schedules tours.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Reviews and signoffs on all inmate disciplinary packages. Reviews daily reports, pass on emails, voicemails, and daily population.
2	L	Discusses critical issues with upper management and comes up with solutions. Discusses staff problems that arise and takes corrective action when needed. Discusses overcrowding situations and if any action needs to be take.
3	L	Speaks with staff on concerns and come up with solutions.
4	L	Handles situations that may arise dealing with complaints, inmates, emergencies, investigations, etc. by making decisions and taking appropriate actions.
5	M	Inspects facilities to insure compliance with health and safety standards.

CLASSIFICATION REQUIREMENTS:

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Education	Associates degree in Criminal Justice or related field..
Experience	Five years experience in the supervision of detention services.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Professional lecturer certification, CPR, Detention Officer certification course, and Class C Driver’s license.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establish broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Walkie talkie, phone, vehicle, camera, CCTV, control panels.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

Latex gloves, non-lethal weapons, restraints.