

Classification Title: Detention Officer (Sergeant)

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Assists the shift lieutenant in supervising an assigned group of detention officers in providing for the security, care and transportation of inmates in detention facilities.

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	V	Inspects and tours facilities and monitors inmate movements. Supervises Detention Officers and ensures the custody, safety, welfare and security of staff and inmates.
2	V	Ensures that policies and procedures are followed. Assists officers and supervisors as required. Ensures that regular training drills are completed timely.
3	V	Assists in detaining inmates and emergency medical situations, physical confrontations and verbal disputes. May require physically restraining inmates and mediating disputes.
4	S	Maintains records and documentation of work. Processes incident reports, disciplinary incidents, clock tours and related paperwork.
5	H	Conducts fire drills, air pack training and evacuation training.
6	S	Schedules officers for daily assignments or other tasks which may occur during the normal workday.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	Three years experience in detention services.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Jail Certificate.
Reading	Basic

CLASSIFICATION REQUIREMENTS	
Math	Basic
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the 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 the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	X	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:

Restraint equipment, calculators, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Detention facility.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment