

**Classification Title: Detention Officer**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provides supervision and control of inmates during their booking, preliminary holdover, identification, confinement, recreation, visitation, release, and all other aspects of incarceration within a secure facility of the jail system.

**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	M	Performs initial physical search, confiscation and inventory of all personal and unauthorized items, recording of personal and medical information, fingerprinting, taking of mug-shots, and assuring prisoner safety and security prior to processing into a housing unit or release on bond.
2	M	Removes specified prisoners from holdover cells, handcuffs them, escorts them to an arraignment before a judge, and returns them to the appropriate holdover. Transports inmates from jail to courts, schools, hospital and other prison facilities.
3	M	Supervises the removal, bagging, and storage of prisoners' street clothes and issue of jail clothing and bedding. Supervises the authorized release of money and property to third parties outside the jail and the exchange of clothing articles from outside the jail with articles in storage within the jail.
4	M	Controls the operation of each internal and external door and elevator on a floor or within a secure facility to maximize safety, security, and prisoner control.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	No experience required.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.

CLASSIFICATION REQUIREMENTS	
Reading	Basic
Math	Basic
Writing	Basic
Managerial	Receives immediate direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**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:**

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