

TITLE: Detention Officer

SO-Jail/7

DEPARTMENT: Sheriff's Office - Jail, Fayette County

JOB SUMMARY: This position is responsible for assisting in the provision of jail security.

MAJOR DUTIES:

- o Ensures the safety and security of jail operations personnel, citizens, and inmates.
- o Processes and supervises inmates; conducts regular head counts.
- o Responds to medical and security emergencies.
- o Patrols jail facility and grounds.
- o Assists in the training of new personnel.
- o Searches inmates and seizes contraband.
- o Completes required forms and reports.
- o Maintains assigned uniforms and equipment.
- o Presents evidence and testimony in court.
- o Participates in department training program.
- o Escorts inmates from housing to visitation areas.
- o Transports inmates to and from court, medical appointments, and other correctional facilities.
- o Monitors and observes inmates using television monitors and visual observation.
- o Serves as Central Control Officer as assigned; opens and closes doors and gates; maintains key inventory; monitors video cameras.
- o Serves as Kitchen Officer as assigned; oversees inmate workers.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.

- o Knowledge of the criminal justice system.
- o Knowledge of departmental rules and regulations.
- o Knowledge of the procedures used in emergency communications.
- o Skill in the use of firearms.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews, interrogations, and observation.
- o Ability to operate assigned equipment, including firearms.

SUPERVISORY CONTROLS: The Lieutenant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include local, state, and federal laws and department and county procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related jail security duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform jail security duties in support of department operations. Success in this position contributes to a safe and secure detention center.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other law enforcement agencies, inmates, court personnel, attorneys, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o No experience requirements.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.