

**SHERIFF'S DEPARTMENT
LAKE COUNTY, SOUTH DAKOTA**

**POSITION DESCRIPTION
DETENTION OFFICER**

OVERALL FUNCTIONS:

Responsible for the security of the detention facility as well as care of the inmates. The Detention Staff is responsible for maintaining the facility in a clean, safe, secure and orderly fashion. Maintains certification standards.

NATURE AND SCOPE OF JOB:

A multi-incumbent position reporting to the Sheriff or Chief Deputy or Deputy in charge.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. DETENTION DUTIES

- a. Carries out duties in conformance with federal, state, county and city law and ordinances.
- b. Follows all departmental policies and procedures.
- c. Prepares incident and booking reports and records as required by departmental policies.
- d. Inspects food before serving to inmates.
- e. Administers and supervises inmates at meal time.
- f. Supervises meal clean-up.
- g. Administers and supervises detainees regarding counseling, social services, recreation and religious services.
- h. Administers and supervises visitations.
- i. Follows procedures for inmate mail and telephone; logs incoming and outgoing mail; collects, distributes and inspects mail or packages in the presence of the inmates.
- j. Administers and supervises recreation areas.
- k. Makes medication available to detainees as ordered by a physician. Also makes non-prescription drugs available (i.e., aspirin, Tylenol, Tums, Mylanta, etc.).
- l. Dispenses and renders first aid.
- m. Investigates detainees' injuries and contacts a doctor if necessary.
- n. Contacts physician for appropriate medical or dental situations.
- o. Administers CPR and is aware of other methods of first aid treatment situations such as bleeding, heart attack, shock, seizure, poisoning, abrasions, broken bones or sprains.
- p. Controls detainee visits and enforces visiting procedures; schedules visitors; searches visiting rooms; maintains visiting log; observes visitors and inmates during visitation.
- q. Listens to and communicates with detainees to ensure health and welfare of inmates; recognizes symptoms of alcohol and drug abuse; recognizes violent behavioral characteristics; identifies inmate unrest.
- r. Directs and controls detainee hygiene, laundry and sanitation; issues and inventories razors, clothing, and bedding; provides hygiene instruction; directs laundry operations; housekeeping and sanitation procedures.
- s. Performs any needed light maintenance around the facility.
- t. Testifies at court proceedings when called upon.
- u. Maintains control of inmate entertainment activities.

2. PROCESSING DETAINEES

- a. Receives and secures prisoners.
- b. Books, searches and releases prisoners as directed by the courts or higher level law enforcement officials.
- c. Informs/explains detention situation to friends or relatives of detainees on the telephone or in person.
- d. Classifies detainees and assigns detainees to housing areas.
- e. Processes detainee release orders ensuring that proper information is placed on the release order from the judge. Fills out the proper bond forms for release if deputy unavailable.
- f. Review arrest records for booking data.
- g. Takes fingerprints and photographs detainees.
- h. Instructs detainees on rules, rights and privileges of the facility.
- i. Collects, records and stores detainees' funds and personal property, making sure it is secured and accounted for.
- j. Questions detainees and answers concerns of detainees.
- k. Reviews documentation, checks inmate identity, releases detainees property and records release information on release documents.

3. SECURITY

- a. Performs security patrols and inmate checks.
- b. Maintains security in all areas of the correctional and holding facility and conducts perimeter checks.
- c. Supervises and controls detainee behavior at all times;
 - i. Patrols hallways.
 - ii. Resolves conflicts among detainees or refers to appropriate authority.
 - iii. Inspects detainee cell areas.
 - iv. Inspects all areas of the detention facility to maintain a safe and secure environment.
- d. Approves or denies detainee entry or exit of facility as directed by the Sheriff, Chief Deputy or Duty officer.
- e. Follows established procedures for securing the detention facility:
 - i. Reads and follows posted orders and activates logs.
 - ii. Operates security doors and control panels.
 - iii. Keeps facility keys secure.
- f. Enforces inmate rules, regulations, and discipline:
 - i. Writes and reviews incident reports.
 - ii. Writes disciplinary action reports.
 - iii. Enforces sanctions.
- g. Reports security problems or security risks to supervisor.
- h. Counts inmates periodically determining location and records information in booking log.
- i. Maintains fire safety awareness:
 - i. Investigates smoke.
 - ii. Inspects areas for fire prevention
 - iii. Is knowledgeable regarding extinguishing small fires.
 - iv. Attends fire prevention and safety meetings held by the department.
- j. Reviews fire emergency procedures and is prepared to follow the procedures:
 - i. Locates all inmates.
 - ii. Assists other detention officers.
 - iii. Calls for assistance to appropriate professionals.

4. PUBLIC RELATIONS

- a. Maintains contact with general public, court officials and other government officials in the performance of operating activities.
- b. Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- c. Answers the public's questions or routes to appropriate personnel.
- d. Acts as liaison to the public and the Detention Department

5. DETENTION FACILITY

- a. Inspects area facility for safety and sanitary conditions and maintains those conditions.
- b. Notes maintenance needs, completing minor repairs and reporting major problems to immediate supervisor.
- c. Maintains a neat and orderly facility.
- d. Supervises use of library.
- e. Keeps inventory of supplies and equipment.

6. CERTIFICATION

- a. Maintains appropriate certification.

7. BACK-UP DUTIES

- a. Backs-up the Dispatch Department when needed.
- b. Backs-up other Detention Officers when needed.
- c. Answers the Sheriff's office phone when needed. Forwards calls to the appropriate departments as needed.
- d. Dispatch deputies to appropriate locations when calls are received by the Sheriff's office.

*NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by management.

POSITION DESCRIPTION APPROVED BY _____
DATE _____

I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES.

EMPLOYEE SIGNATURE _____
DATE _____

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience
 - a. Any combination of education and experience which is equivalent to graduation from high school or possession of GED certificate, supplemented by considerable training in correction policies and procedures and extensive, increasingly responsible experience in detention work.
 - b. Required to be certified within one year of employment and to fulfill the requirement to maintain certification as a County Correctional Officer.
2. Necessary Knowledge, Skills, and Abilities
 - a. Comprehensive knowledge of inmate custody and supervisory practices and techniques.
 - b. Considerable knowledge of management and supervisory principles and practices.
 - c. Knowledge of various types of restraining devices.
 - d. Knowledge of detention conflict resolution techniques.
 - e. Knowledge of relevant law and of facility rules and procedures.
 - f. Knowledge of self-defense.
 - g. Knowledge of business English and arithmetic.
 - h. Skill in the use and application of security equipment.
 - i. Ability to display mature judgment and communicate effectively under stressful conditions.
 - j. Ability to effectively supervise various classifications of inmates.
 - k. Ability to detect and deal effectively with institutional problems.
 - l. Ability to establish and maintain effective working relationships with employees, other agencies and the public.
 - m. Ability to communicate effectively both orally and in writing.

TOOLS AND EQUIPMENT USED

1. Radio
2. First Aid Equipment
3. Flashlight
4. Hand tools
5. Belly chains
6. Camera
7. Fire extinguisher
8. Computer
9. Telephone
10. Keys

PHYSICAL DEMANDS (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee is frequently required to sit and hear. Occasionally the employee must stand, walk, talk, write and read. The employee may infrequently be required to reach with hands and arms, stoop, kneel, crouch or crawl, climb up and down stairs and keyboard.
2. The employee is infrequently required to lift and/or move up to 10 pounds.
3. Specific vision abilities required by this job include peripheral vision and depth perception.

WORK ENVIRONMENT (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee constantly works indoors and works alone. Infrequently, the employee works with others and works around others.
2. The noise level in the work environment is usually very quiet.

MENTAL/MOTOR DEMANDS (The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job, the employee constantly maintains attentiveness duration and intensity. The employee frequently has routine workflow. The employee infrequently works with time constraints. Guidance and co-worker support are occasionally available while reinforcement is frequently available. The employee is occasionally involved in social interactions which frequently require oral and written communications.
2. Mathematics, memory and reasoning are infrequently used/required on the job.