

## COUNTY OF OTERO

### DETENTION OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a variety of duties involving maintaining custody and control of inmates being detained in the County jail; enforce laws and departmental regulations that apply to detention and corrections; performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Detention Lieutenant.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.
2. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments, or related activities.
3. Assist with admission and discharge processing; issue clothing and supplies to new inmates, process transfers, and arrange transportation to and from court and other corrections facilities; dispense prescribed medications as appropriate.
4. Conduct visual and physical searches of inmates for contraband, weapons, and narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required.
5. Serve inmates meals daily; clean up dining area.
6. Enforce inmate rules and regulations and apply disciplinary actions as required.
7. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.
8. Maintain inventory records of inmates' possessions; release properties and money as required.
9. Assist in securing facility during situations of unrest; follow outlined procedures for lock down; assist with investigating incidents and prepare reports.

### **Marginal Functions:**

1. May assist in coordinating inmate information with outside agencies and jurisdictions.
2. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Methods and procedures of corrections and detention.

Corrections and detention procedures and regulations.

Laws pertaining to the enforcement of federal, state and local laws concerning correctional facilities.

Report writing techniques.

First-aid and CPR practices and techniques.

Self-defense tactics.

#### **Ability to:**

Interpret laws pertaining to detention and corrections.

Enforce federal, state, local laws and departmental regulations.

Provide first-aid and CPR techniques.

Administer procedures to be used in emergency situations.

Observe details accurately, recognize suspicious behavior.

Prepare routine reports.

Understand and carry out written and oral instructions.

Meet the physical requirements established by the Department.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

which may include the following:

*Subduing resisting individuals*

*Chasing fleeing subjects*

*Running, walking, crouching or crawling during emergency operations*

*Moving equipment and injured/deceased persons*

*Climbing stairs/ladders*

*Performing life-saving and rescue procedures*

*Walking, standing, or sitting for extended periods of time.*

*Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

*Armed/dangerous persons*

*Communicable diseases*

Maintain effective audio-visual discrimination and perception needed for:

*Making observations*

*Communicating with others*

*Reading and writing*

*Operating assigned equipment and vehicles.*

**Ability to:**

Maintain mental capacity which allows the capability of:

*Exercising sound judgment and rational thinking under potentially dangerous circumstances*

*Making sound decisions*

*Evaluating various options and alternatives and choose an appropriate and reasonable course of action*

*Demonstrating intellectual capabilities.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of experience in corrections or law enforcement or related field.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain a Basic Detention Officer training certification.

Possession of, or ability to obtain, a Firearms license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Detention facility environment; exposure to dangerous persons, firearms, and body fluids, and noise; may be exposed to emergency situations; may work in stressful situations.

**Physical Conditions**

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; and in operating a motor vehicle.