

DEFINITION

This is specialized guard, clerical and custodial work in the operation and security of the municipal jail.

The Detention Officer assists in the operation of the jail by controlling and performing services for the inmates on an assigned shift. The work is performed under the supervision of the Detention Sergeant and Jail Warden.

The Detention Officer follows established policies in coordinating the transfer and movement of inmates, performing security checks and maintaining records of releases and bookings.

EXAMPLES OF WORK PERFORMED (All duties may not be assigned to each employee in this position, nor does the list necessarily include all tasks which may be assigned to employees in this position.)

Essential Functions:

Makes scheduled and random watch tours of the jail to ensure the security of prisoners. Makes random searches of inmates' rooms and person.

Provides meals, bedding, laundry and gives medications to prisoners.

Assists the docket Sergeant in the booking of prisoners.

Searches, fingerprints, and photographs prisoners committed to the City Jail and secures any weapons, property and medication. Inventories all property.

Assigns prisoners to cells based on department policy and security requirements.

Maintains current rosters of persons serving time, awaiting trial and prisoners held for other agencies.

Directs trustees in the cleaning of jail cells, feeding of prisoners and general maintenance of the jail.

Ensures the physical maintenance of the jail area and reports maintenance or repair problems to supervisor.

Enters prisoner information into computer database.

Escorts prisoners to the hospital, doctor's office, and court. Provides security during court sessions.

Performs warrant searches on computer database for dispatch and officer and pulls warrant from files for confirmation.

Completes release paperwork for inmates.

Prepares court orders.

Provides customer service to visitors in person or over the phone. Answers Crimestoppers phone line and takes detailed notes for investigation.

Receives, opens and routes inmate mail.

May serve as member of Cell Extraction Team to remove unruly, violent or uncooperative inmates from their cells.

Important Job Functions:

May serve as backup for other positions within the department.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

Court system and procedures.

All applicable state, federal and local ordinances, laws, rules and regulations.

Department organization, standard operating guidelines and policies, rules, and regulations.
First aid and emergency medical care.

DETENTION OFFICER
Page 2

261

All computer applications and hardware related to performance of the essential functions of the job.

Skill In:

Communicating orally with internal staff, citizens, prisoners, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Responding quickly to changing situations.

Mental and Physical Abilities:

Ability to maintain peace and order during potentially violent or disruptive situations.

Ability to deal with problems and stressful situations involving several variables in changing situations.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to operate a motor vehicle.

Ability to be regular and dependable in attendance.

While performing the essential functions of this job, the incumbent is frequently required to stand, walk, sit, use hands to finger, handle, or feel, speak and hear, and lift and/or move up to 100 pounds.

Working Conditions:

Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees, communicable diseases and life threatening situations such as armed and/or violent arrestees.

Work is performed indoors with little exposure to outdoor temperatures.

The incumbent's working conditions are typically moderately quiet to very loud.

QUALIFICATIONS

Graduation from high school or GED.

A completed employment application to include, but not limited to, detailed description of duties, month and year, and complete address on each job listed.

NOTE: Applicants with a comparable combination of education and experience that demonstrates an equivalent level of preparation in the knowledge, skills and abilities listed are also encouraged to submit an application for this position.

CONDITION OF EMPLOYMENT/PROMOTION/TRANSFER

The City of Dothan's Police Department will administer a polygraph examination to anyone hired/promoted/transferred into the Police Department. The examination will be a question and answer test that covers areas of your background, including but not limited to your employment application, employment history, involvement in criminal activity, such as thefts and domestic violence, drug usage and participation in the distribution of illegal and legal prescription medications.

NECESSARY SPECIAL REQUIREMENTS

Satisfactory completion of a twelve (12) month probationary work period.

An applicant for this position is subject to a background investigation to include a credit report.

Possession of a valid operator driver's license and an acceptable driving record (PBA09/10/01).

Applicant must be at least 18 years of age at time-of-hire.

In an emergency and/or standby situation, an employee in this position must be able to report to his/her regular work station in a maximum of 30 minutes from the time of notification (PBA 01/09/95)

An employee in this position is subject to random drug testing (PBA 03/11/96)

Must meet the City of Dothan' employment physical standards which includes drug/alcohol testing.

