

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: DETENTION OFFICER
DEPARTMENT: HOLDING FACILITY
SUPERVISOR: SERGEANT
GRADE: 3
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the Sergeant, accomplishes the County's objectives by overseeing the well-being, safety, care, and custody of inmates at the Sierra County Holding Facility.

ESSENTIAL FUNCTIONS

- Receives, searches, and fingerprints inmates upon arrival to facility; issues facility uniforms of arriving inmates.
- Confirms, clears, and sends locates on warrants.
- Prepares and escorts inmates for transport to various locations including medical appointments and court.
- Monitors inmates in court and takes committed defendants into custody.
- Prepares sack lunches and feeds inmates, ensuring sanitary standards are maintained; ensure janitorial related functions are performed throughout the facility.
- Patrols and maintain security of designated areas of the facility.
- Performs self-defense tactics and inmate restraint/take downs, as necessary; utilizes pepper spray, as necessary; evacuates inmates and oneself in an emergency.
- Completes incidents reports and places items into evidence.
- Monitors inmates in person and by use of an indirect video monitoring system.
- Transports inmate to destination, using defensive and safe driving tactics; applies mechanical restraints and seatbelt to inmate prior to transport.
- Conducts exterior inspections of the facility; escorts inmates into destination.
- Maintains assigned vehicle in working order; completes vehicle inspections and performs minor maintenance; informs supervisor of vehicle maintenance or repairs needed.
- Tracks activities and mileage for each trip; completes and submits incident reports as needed.
- Accesses information from computer system and pulls records for court; assesses records.
- Maintains and updates jail counter.
- Answers questions both in person and over the phone.
- Documents citizen complaints using applicable departmental procedures.
- Performs specific duties if assigned to the following areas: property, transportation, escort, booking, main control, and intake.

- Participate in regular meetings as requested.
- Remains flexible in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

****APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).***

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Must be 18 years of age.
- Obtain and maintain First Aid and CPR certifications.
- A valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.
- Must have no DWI convictions within the past five years.
- Must have no felony convictions.
- Cannot be on probation or parole for any conviction.
- Cannot have more than two speeding tickets within the past two years.
- Must complete crisis intervention training within six (6) months of hire.
- Must pass a psychological assessment and pre-employment physical.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Applicable federal, state, county and local laws, regulations, and requirements.
- Correctional facility operations, rules, and procedures.
- Defense and restraint methods and techniques used to enforce discipline.
- Safe work practices, occupational hazards, and safety precautions.
- Search, transportation, and restraint procedures.
- Suicide prevention and tactics.
- The Prison Rape Elimination Act (PREA) Standards and compliance.
- Policies, functions, and responsibilities of Sierra County.
- Booking, classification, and supervision of inmates.
- Defensive driving techniques; traffic laws and regulations.

SKILL IN:

- Exercising sound judgment and reacting effectively in emergency, hostile, or life-threatening situations.
- Preparing operational reports and work logs.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

- Office software and industry-related applications.
- Correct English usage, grammar, spelling, and punctuation.
- Diffusing hostile situations, in managing prisoner populations, and remain impartial when dealing with inmates.

ABILITY TO:

- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Communicate effectively in English in written and oral form; give and receive orders, and follow instructions in verbal and written format
- Work as a team member in a structured working environment.
- Work independently with minimal supervision.
- Maintain confidentiality.
- Work under pressure.
- Analyze situations accurately to determine and implement effective and appropriate courses of action.
- Remain calm, use good judgement, and work under stressful circumstances.
- Demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Demonstrate excellence in everything, and continually seek improvement in results.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an indoor/jail setting with a moderate to excessive noise level, and outdoors and/or in a vehicle where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to stand; move throughout the complex/site; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to sit; climb or balance; bend, stoop, kneel, crouch, or crawl; and lift up to 50 pounds. Employee may need to lift/push/pull/restrain adult male inmates. Close vision ability and clarity of vision at long distance are required. Incumbent may sit or stand for extended periods of time. Occasional exposure to dust, fumes, airborne particles and/or allergens; work near hazardous/moving machinery; high risk / potentially dangerous situations; excessive noise; working with hostile, violent, and/or offensive individuals; and areas where the use of protective clothing, equipment, devices, or materials is necessary. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job:

Computer, handcuff key, shackles, belly chain, padlock, handcuffs, black box, lock, cars, vans, cellphone, Jail Management System, Taser, and Pepper Spray.

****SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***