

PITT COUNTY JOB DESCRIPTION

JOB TITLE: DETENTION OFFICER (BASIC) DETENTION CENTER

GENERAL STATEMENT OF JOB

Under regular supervision, performs specialized law enforcement work in the care and security of inmates in the County Detention Center. Work involves admitting and booking inmates, preparing inmates for transport to court or medical facilities, feeding inmates, and supervising inmate activity. Work also involves preparing various reports and logs, conducting periodic searches, maintaining security, and counseling and advising inmates as needed. Employee is also responsible for operating computer and control center panels for surveillance. Reports to a Lieutenant or Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Exercises independent judgment in determining proper actions or responses to jail-related events, incidents and other situations (disseminating information, breaking up fights and affrays, mediating disputes, and handling disciplinary actions, escapes, assaults, fire and medical emergencies, etc.) that require prompt, effective and legally defensible responses.

Effects custody of inmates. Work may require restraining, subduing or otherwise holding an inmate charged to the officer's custody, using force when authorized and necessary; using handcuffs, restraint chair or other restraining devices; subduing resisting inmates by physical maneuvers, hands, feet, body leverage and other non-lethal weapons; breaking up fights and affrays; forcibly causing a resistive inmate to enter into (insertion) or be removed from (extraction) a cell or housing unit.

Gathers information and composes reports of jail-related events, unusual incidents and other jail activity. Requires use of proper grammar, punctuation, mathematical computations, filing, alphabetizing or other clerical duties. May involve interviewing and taking written statements from inmates, detention officers, contract employees and others.

Searches mail, clothing, books and other items capable of concealing contraband; conducts clothed and unclothed body searches; searches legal mail; searches open areas, buildings, cells and other locations which may involve feeling and detecting objects; detects and collects items and substances from inmates to be used as evidence of inmate policy violations. (Potential exposure to body fluids, blood and human waste.)

Conducts audio and visual surveillance for extended periods of time; walks and stands for extended periods of time; physically checks doors and windows for security.

Performs service functions such as serving meals, supervising medication distribution; dispatches and disperses mail, supervises inmates and inmate work details and cleaning work areas.

Reads, comprehends and takes proper action based upon legal and non-legal documents; may require reading and responding to Release Orders, writs, Federal Form 41, medical instructions, inmate disciplinary actions, etc.

Reads and observes camera screens and monitors, distinguishing colors, and exercising a full field of vision for extended periods of time (12 or more hours).

Manipulates keys, cell check readers, control panels, handcuffs and pepper spray canisters, computers, inventories small items and other manual functions that require physical dexterity.

Transports and escorts prisoners within the detention facility or to hospitals, clinics and dental offices, courts, other jails, etc. work may involve the use of handcuffs, the Body Wrap, restraint chairs and other body restraints. Occasionally involves operating a jail transport vehicle in congested traffic during day and night hours.

Performs emergency functions during fires, medical emergencies, floods, hurricanes, riots, civil disorders, mass arrests, etc. may involve administering first aid (including CPR and stopping blood flow), extended shifts, infrequent time off, extreme physical exertion, directing traffic, manning barricades and other emergency functions.

Pursues fleeing or resistive inmates over uneven ground; crawls, bends, squats, runs and walks; lifts, carries and drags heavy objects; climbs and descends stairs; enters and exits secure places; jumps over obstacles; pushes against or pulls on heavy objects; works in confined areas; and otherwise uses the body to perform jail-related duties.

Receives and releases inmates to and from custody. Work includes evaluating legal documents to determine conditions of confinement or release; interviewing law enforcement officers and inmates, contacting proper authorities; explaining conditions and procedures for court appearance; observing, identifying and evaluating signs and symptoms of possible physical, mental or psychological problems, determining if the inmate requires immediate medical, mental health or dental care, contacting medical personnel; explaining conditions and procedures for bond, court appearance or release; entering accurate data into the computer; explaining jail policy and procedure; conducting physical searches of body and property; enforcing various jail policies; inventorying, packaging and releasing property; receiving and releasing money and other valuables, issuing receipts and obtaining signatures; using computer to obtain digital photographs, rolling fingerprints and electronically submitting legible impressions to the SBI; using computer to determine if there are outstanding warrants, "holds" or alerts; contacting victims as required by State law; issuing and accounting for County property; determining eligibility for "special" classification status; evaluating various factors to determine housing assignment; escorting inmates to housing units and related duties.

Administers visitation process. Work involves explaining visitor list to inmates; determining if inmates are eligible for visitation; checking visitors' identification; verifying that visitors are authorized to visit; escorting inmates to and from the visitation area.

Communicates effectively with inmates, law enforcement officers, magistrates, judges and other people of socio-economic backgrounds and educational levels.

Speaks clearly and distinctly with other officers by two-way radio and other communication devices.

Demonstrates effective skills in a formal setting, such as disciplinary hearings or court.

Recognizes signs and symptoms of suicide, self-mutilation and other self-destructive activities; taking action, as necessary.

Sees, hears, feels, smells, or otherwise detects smoke, excessive or unusual odors or noise, alcohol, gasoline, chemical spills and other conditions which require detection and, when necessary, prompt emergency action.

Extinguishes small fires by using a fire extinguisher or fire hose.

MINIMUM TRAINING AND EXPERIENCE

High school diploma.

SPECIAL REQUIREMENTS

Probationary or General Certification as a Detention Officer by the North Carolina Sheriff's Training and Standards Commission.

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery, equipment, and tools including computers, cell search kits, handcuffs, transport restraint gear, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 175 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may require standing, walking, running and physical confrontation. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of records, orders, legal forms, reports, manuals, logs, etc. Requires the ability to prepare logs, forms, reports, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including counseling, medical, legal and law enforcement terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to interpret graphs.

Form / Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as law enforcement equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of practices and procedures involved in jail management.

Some knowledge of local laws, ordinances and the North Carolina General Statutes pertaining to the commitment, confinement and release of prisoners.

Skill in the use of restraint devices and other law enforcement equipment.

Ability to maintain discipline and order in a jail and to effectively restrain an inmate.

Ability to make decisions and take prompt and effective action in emergency situations.

Ability to prepare and maintain routine records and logs.

Ability to exercise tact, courtesy, firmness and fairness with inmates, families of inmates, attorneys, ministers and other persons concerned with the welfare of individual prisoners.

Ability to establish and maintain effective working relationships as necessitated by work assignments.