

Yellowstone County Class Specification

Class Title	Detention Officer
Class Code Number	5090
Grade	D
FLSA	Non-Exempt
EEO Function	Corrections (11)
EEO Category	Protective Service Workers (4)
Date	April 2007

Job Summary

Performs routine supervisory work in the safekeeping of prisoners in custody at the Yellowstone County Sheriff's Office Detention Facility. Protects the well being of prisoners overseeing them at meals, at activities and in their quarters; does related work as required.

Distinguishing Class Features

The Detention Officer is a uniformed civilian staff position which performs responsible law enforcement work involving a variety of duties to control and supervise the activities of persons incarcerated in the County's Detention Facility. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Detention Commander, Assistant Detention Commander, Sergeants, other law enforcement and emergency response personnel, inmates and the general public. Because the work is performed in close proximity with persons convicted of misdemeanor and felony offenses, the work involves an element of personal danger.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- ❑ Supervises and controls the custody and activities of inmates of the County's detention facility by enforcing facility rules and regulations, maintaining order and discipline and monitoring and controlling activities within assigned areas of the facility;
- ❑ Supervises and performs intake of prisoners to assure implementation of regulations concerning fingerprinting, mug photography, hygiene, and allocated clothing;
- ❑ Ensures prisoners are properly classified for assimilation into detention facility and population;
- ❑ Monitors and regulates recreational, educational, hygienic, nourishment and social activities to maintain control of individual prisoners and the general inmate population;
- ❑ Provides escort for new and existing prisoners to and from the booking area, recreation facilities, library, computer center, nurses station, court rooms and meeting and interrogation areas;
- ❑ Escorts facility visitors such as attorneys, ministers, social workers, medical specialists, and law enforcement personnel into and out of the detention facility;
- ❑ Conducts surveillance, inventories tools, equipment, and eating utensils and searches prisoners, personal property, cells, bedding, garbage, common areas and all structural areas of the facility to confiscate unapproved items, contraband and weapons;

- ❑ Conducts prisoner inventory and patrols and monitors cells, common areas and the secure perimeter to mitigate and prevent prisoner escapes;
- ❑ Initiates disciplinary actions against prisoners for facility violations and reports infractions of rules and laws;
- ❑ Controls fights and disruptions, restores order and mediates inmate disputes;
- ❑ Provides supportive interaction to the prisoners to help mitigate anxiety and the effects of social, economic, and chemical dependency disruptions;
- ❑ Performs basic first aid and/or CPR on sick and injured prisoners;
- ❑ Attends meetings, conferences, training and workshops as requested and authorized;
- ❑ Performs related work as required.

Required Knowledge and Abilities

Knowledge and understanding of:

- ❑ Detention facility operation, principles and practices;
- ❑ Human behavior and modification techniques;
- ❑ Self defense techniques;
- ❑ Supervising and directing the work of others;
- ❑ Law enforcement methods, principles and practices;
- ❑ Standard first aid and CPR;
- ❑ Health and safety practices in dealing with inmates and detention facility;
- ❑ Laws pertaining to the custody of prisoners;
- ❑ Security of buildings and grounds, and of the rules and regulations governing entrances and exits;
- ❑ Computer applications related to the work;
- ❑ Recordkeeping, report preparation, filing methods and records management techniques;
- ❑ Security procedures and techniques;
- ❑ Departmental rules, regulations, policies and procedures;
- ❑ Legal and law enforcement terminology;
- ❑ Basic understanding of Montana State laws in relation to corrections rules policies and procedures;
- ❑ Safety rules, procedures and practices.

Skill to:

- ❑ Subdue inmates in a physical confrontation bearing duty equipment;
- ❑ Use tact, discretion, initiative and independent judgment within established guidelines;
- ❑ Evaluate and report inmate behavior problems;
- ❑ React in an emergency and make sound, rational decisions, demonstrating good judgment;
- ❑ Obtain facts from observation and anticipate problems;
- ❑ Relate to prisoners and gain their respect.

Ability to:

- ❑ Be fair and impartial when dealing with inmates and avoid arousing antagonism;
- ❑ Maintain composure in stressful situations, ease tension and divert violence;
- ❑ Conduct searches of prisoners, personal property and buildings;
- ❑ Communicate well with the Detention Commander, Assistant Detention Commander, Sergeants, other law enforcement and emergency response personnel, inmates and the facility visitors, both orally and in writing, using both technical and non-technical language;
- ❑ Follow prescribed routine in controlling visitation to a building;
- ❑ Detect and report conditions which might indicate danger;
- ❑ Act quickly and calmly in an emergency;

- ❑ Establish and maintain effective working relationships with other County employees, supervisory personnel, inmates and facility visitors;
- ❑ Prepare accurate and reliable reports containing findings, recommendations, inmate population inventories and disciplinary actions;
- ❑ Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- ❑ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ❑ Perform a wide variety of detention and prisoner control tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of potential personal danger.

Reporting Relationships

The work is performed under the general direction and supervision of the Detention Sergeant.

Minimum Qualifications

Education/Experience/Training:

- Graduation from high school or G.E.D.
- Recruitment & selection processes will involve a written test, oral interview, criminal background check, and general fitness evaluation process.
- Employees must have successfully completed and passed the required tests and fitness evaluation.

Desired Qualifications:

- Previous experience in law enforcement, security or detention facility background desired.

Certifications:

Sheriff's Department Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Yellowstone County Sheriff's Department.

Essential Physical Abilities

Essential Physical Abilities:

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.

- Must be physically able to control, restrain, and subdue prisoners and defend against an attack;
- Stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to, but not limited to 100 pounds;
- Must be able to successfully complete and pass the general physical evaluation process for the Detention Facility;
- Use physical strength of arms and legs to climb up and over, across, ascend, or descend large obstacles;
- Personal mobility which permits the employee to escort prisoners, enter cells and confined spaces to conduct searches and pursue suspects on foot for a sustained period while bearing duty equipment;

- Push or pull self through openings of varying nature by using the necessary upper and lower body strength of the arms or legs;
- Drag, push, pull, lift, or carry heavy objects or persons, move heavy equipment, rescue individuals, and drag persons away from dangerous situations or respond to incidents;
- Run up or down stairways or respond to other incidents;
- Clarity of speech and hearing which permits the employee to communicate well with the Detention Commander, Assistant Detention Commander, Sergeants, other law enforcement and emergency response personnel, inmates and facility visitors;
- Specific hearing abilities to localize and differentiate sounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus while reading paper documents and operating computers and other office equipment, and to carefully observe the behavior and activities of prisoners, monitor video screens and conduct searches;
- Manual dexterity which permits the employee to operate electronic control systems, perform self defense tactics and use computers and general office equipment.

Working Conditions:

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

- Because an employee in this class is located in a work environment associated with prisoners and unstable persons, the work involves an element of personal danger;
- Exposure to potentially hazardous situations, which involve physically violent persons, or interviewing mentally or emotionally disturbed persons;
- Potential exposure to contagious diseases, blood borne pathogens, body fluids, and toxic substances;
- The work environment is generally indoors in a secure facility;
- The noise level in the work environment varies from low to moderately loud.

Accepted - Board of County Commissioners

Date Stamp

April 23, 2007