

**CODE: 3230**  
**GRADE: 11**

**THOMAS COUNTY, GEORGIA**  
**JOB DESCRIPTION**

**JOB TITLE: DETENTION OFFICER**  
**SHERIFF'S DEPARTMENT**  
**JAIL DIVISION**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, provides for the safety of staff and inmates and the security of the detention facility. Work involves the responsibility for the security, custody, and control of inmates. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Employee works under stressful, high-risk conditions. Reports to the Detention Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Monitors inmates while in the dormitory.

Escorts the inmates during all movement.

Serves breakfast, lunch, and dinner.

Prepares and dispenses medications.

Passes out commissary.

Distributes and collects razors.

Searches inmates, dormitories, and individual cells.

Performs interior and exterior security checks.

Assists inmates with legal paperwork.

Provides assistance with movement to Court; attends arraignments.

Distributes and searches mail for contraband.

Maintains accurate logbook of activities.

Performs head count.

Inventories and stores the inmate's personal property.

Distributes inmate supplies.

## **DETENTION OFFICER, SENIOR**

Conducts periodic fire drills.

Performs and provides assistance with the booking process by taking fingerprints, mug shots, etc.

Translates for Hispanic inmates.

Supervises trustees while performing their duties.

Performs minor maintenance and repair.

Provides assistance and monitors inmates during visitation.

Operates central control computer.

Distributes cleaning chemicals to trustees.

Runs criminal histories.

Types bond papers.

Answers the telephones.

Files inmate records.

Completes commitment cards.

Receives and/or reviews various records and reports including doctor request form, attorney form, inmate roster, medicine log, and various other logs, reports, records, memos, correspondence, etc.

Prepares and/or processes various records and reports including incident report, medical report, daily log book, search form, and various other logs, reports, records, memos, correspondence, etc.

Refers to policy manual, jail roster, medication log, fire evacuation plan computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates various types of office and special equipment, machinery and tools in the performance of duties such as a computer, typewriter, calculator, radio equipment, telephone, fingerprint machine, intercom system, video cameras, control panel, etc.

Uses ladder, clerical supplies, medical supplies, protective gear, restraining devices and other police-issued supplies. Uses computer software such as Microsoft Word, booking program, etc.

Interacts and communicates with various groups and individuals including the immediate supervisor, attorney, bondsmen, Road Officers, Judges, co-workers, other detention facility personnel, inmates, visitors, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

## DETENTION OFFICER, SENIOR

### MINIMUM EDUCATION AND EXPERIENCE

Requires a high school diploma or GED equivalent and nine to twelve months of experience in jail operations or criminal justice, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Must have successfully completed required law enforcement courses and Jail Officer certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights.

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

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving direction from supervisor.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, records, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of 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 oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement, detention operations, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

## DETENTION OFFICER, SENIOR

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**