

COUNTY OF OTERO

DETENTION OFFICER I-PART-TIME

(Job Description)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Part-time employees are in an unclassified at will position.

DEFINITION

To perform a variety of duties involving maintaining custody and control of inmates being detained in the County Detention Center; enforce laws and departmental regulations that apply to detention and corrections; performs related duties as assigned. This is an entry level position subject to one year probation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Detention Sergeant/Shift Supervisor

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.

Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments, or related activities.

Assist with admission and discharge processing; issue clothing and supplies to new inmates, process transfers, and arrange transportation to and from court and other correction facilities; dispense prescribed medications as appropriate.

Conduct visual and physical searches of inmates for contraband, weapons and narcotics; check on the orderliness and sanitary conditions of inmate quarters.

Arrange for clean up of areas as required; Serve inmates meals daily; clean up dining area.

Enforce inmate rules and regulations and apply disciplinary actions as required.

Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.

Maintain inventory records of inmates' possessions; release properties and money as required.

Assist in securing facility during situations of unrest; follow outlined procedures for lock down; assist with investigating incidents and prepare reports.

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Marginal Functions:

May assist in coordination inmate information with outside agencies and jurisdictions.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods, procedures and regulations of corrections and detention.

Laws pertaining to the enforcement of federal, state and local laws concerning correctional facilities.

Computers and operation, as well as various other office machines.

Report writing techniques.

First-aid and CPR practices and techniques.

Self-defense tactics.

Ability to:

Interpret laws pertaining to detention and corrections.

Enforce federal, state, local laws and departmental regulations.

Provide First-Aid and CPR techniques.

Administer procedures to be used in emergency situations.

Observe details accurately, recognize suspicious behavior.

Prepare routine reports.

Operate and/or learn various types of computers and programs.

Understand and carry out written and oral instructions.

Meet the physical requirements established by the Department.

Travel out of town for extended amounts of time for training.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Subduing , resisting individuals

- *Chasing fleeing subjects

- *Running, walking, crouching or crawling during emergency operations.

- *Moving equipment and injured/deceased persons in weights, 30 lbs. to excess of 100 lbs.

- *Climbing stairs/ladders

- *Performing life-saving and rescue procedures

- *Walking, standing, or sitting for extended periods of time.

- *Operating assigned police equipment and vehicles

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons

- *Communicable diseases

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations

- *Communications with others

- *Reading and writing

- *Operating assigned equipment and vehicles

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(cont'd. Job Description-Detention Officer I-Part-time)

Ability to:

Maintain mental capacity which allows the capability of:

- *exercising sound judgement and rational thinking under potentially dangerous circumstances
- *Making sound decisions
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action
- *Demonstrating intellectual capabilities
- *Successfully complete the Basic and Advanced Detention Officer Course, Basic Juvenile Officer Training Course and the 40-hour First Aid Training Course
- *Other short training courses may be provided to include correspondence courses.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities qualifying. A typical way to obtain the knowledge and abilities would be;

Experience:

Experience helpful but not required.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain a Basic Detention Officers Training Certification.

WORKING CONDITIONS

Environmental Conditions:

Detention Facility environment; exposure to dangerous persons, firearms, noise and body fluids; may be exposed to emergency situations; may work in stressful situations.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, walking for prolonged periods of time; and in operating a motor vehicle.