

SANDOVAL COUNTY NOTICE OF POSITION

ADA SPECIFICATIONS FORM

POSITION TITLE: **Detention Officer**
DIVISION: Detention
SECTION: Detention
REPORTS TO: Shift Lieutenant
CLASSIFICATION: FLSA Non-Exempt
WAGE LEVEL: \$13.8662

NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate.
2. Must be at least eighteen years of age.
3. Must have vision correctable to 20/20.
4. Favorable background and criminal history investigation.
5. Must be of good moral character.
6. No felony convictions.
7. Must possess valid NM driver's license with no DWI convictions in the last 3 years.
8. Ability to follow directions and orders.
9. Ability to communicate verbally and in writing in English.

ESSENTIAL DUTIES:

1. Plans and performs a wide range of detention duties to insure the proper booking and incarceration and safety of persons committed to the Detention Center.
2. Works from training education, instructions, directions of supervisor, and overall policy to receive and detain incarcerated persons.
3. Processes incoming prisoners by completing booking sheets, pat and strip search, personal history, medical screening, and other essential data to the proper care and incarceration of the prisoner.
4. Performs fingerprinting and photographing of prisoners.
5. Determines mode of incarceration as to maximum, medium, or minimum security.
6. Inspects pod and jail cell every 30 minutes or more as required to insure cleanliness and orderliness. Records any pertinent conditions during periodic patrols of pods and cells.
7. Sees that new prisoners receive baths and clothing, and responds to additional personal needs in accordance with policies.
8. Periodically works in control room to keep constant watch on all sections of the facility via TV cameras. Controls all doors and entrances from control room console. Forward telephone calls to appropriate personnel.
9. May transfer prisoners to court and other appearances. Serves as escort for visiting lawyers and others. Escorts inmates to various sections of facility, including kitchen or recreation room.
10. Coordinates and cooperates with other law enforcement agencies and judiciary agencies as necessary.
11. Assists in processing various bills and documents and assists in bonding. Records all monies and personal items for storage.
12. Completed appropriate documentation, and enters information into computer.
13. Obtains required signature from inmates for personal items.
14. Deals with verbal and physical abuse from inmates.
15. Searches inmates and their cells and restrains inmates when necessary.
16. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Other Requirements

1. Employee must complete new hire physical, if required.
2. Employee must comply with the safety guidelines of the County.