

BERTIE-MARTIN REGIONAL JAIL DETENTION OFFICER

General Statement of Duties

The Detention Officer will work under the supervision of the Detention Sergeant/Corporal. Detention Officers perform specialized law enforcement work in the care and security of inmates in the facility. Work involves admitting and booking inmates, preparing inmates for transport to court or medical facilities, feeding inmates, and supervising inmate activity. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed under regular supervision and is reviewed for adherence to regulations and procedures, accuracy of paperwork, adherence to schedules, and effective in dealing with inmates and co-workers.

Qualification Requirements

Must have a high school diploma or the equivalent of a high school diploma and be 21 years of age, must attend Ethics Training provided by the NC School of Government within 90 days of hire date. Once a Detention Officer is hired, he/she is placed on a probationary period for twelve (12) months. During the probationary period, the detention officer should complete a Detention Officer Certification Course a minimum of 172 hours of instruction.

Duties and Responsibilities

Performs supervision rounds ensuring the safety, security and accountability of inmates and staff. Work may require restraining, subduing an inmate, 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 or be removed from a cell or housing unit.

Exercises independent judgement in determining proper actions or readiness to jail-related events, incidents and mediating disputes, and handling disciplinary actions, escapes, assaults, fire and medical emergencies that require prompt, effective and legally defensible responses. Performs emergency functions during fires, medical emergencies, floods, hurricanes, riots, civil disorders, mass arrests, etc., may involve administering CPR (first aid), 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; climb and descend stairs; enters and exits secure places; jump over obstacles; pushes against or pulls on heavy objects; works in confined areas.

Receives and releases detainees and inmates to and from custody; assists in the video visitation process with relatives and inmates; escorts inmates to visitation room for in person visit with attorneys and court officials; Work includes evaluating legal documents to determine conditions of confinement or release; 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 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 the body and property; enforcing various jail policies; inventorying, packaging and releasing property; receiving and releasing money and other valuables, issuing money receipts and obtaining signatures; using computer to obtain photographs; escorting inmates to housing units and related duties; prepares inmates for court; supervises inmates in the cleaning of the cells, service of food; prepares inmates for transportation to court, out of the facility medical or mental health visits, and other types of necessary trips; assists the canteen in the distribution of supplies to inmates; observes detention center camera screens and monitors; operates radio to effectively communicate with other staff; key lock controls, check readers, control panel, handcuffs and pepper spray canisters, computers; communicates effectively with inmates, law enforcement officers, magistrates, Judges and the public; recognizes signs and symptoms of suicide, self-destructive behavior, self-mutilation; taking action, as necessary; performs related work as required.