

## **Garfield County Job Description**

<b>Title:</b>	<b>Detention Specialist</b>		
<b>Department/Office:</b>	Sheriff	<b>Reports to:</b>	Sergeant
<b>Division:</b>	Detention	<b>Pay Grade:</b>	4
<b>FLSA Status:</b>	Non-exempt	<b>Driving Classification:</b>	Non-driving
<b>Supervision Exercised:</b>	None	<b>Licenses/Certifications:</b>	None
<b>Minimum Education:</b>	High school graduate or equivalent.		
<b>Minimum Experience:</b>	None.		

### **General Purpose:**

Performs a variety of detention facility safety and security, administrative, and physical custody duties associated with the booking, monitoring, safeguarding, control, movement, and release of inmates.

### **Essential Functions:**

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Performs incoming inmate booking activities in accordance with facility policies and procedures, including, but not limited to crisis intervention functions, suicide prevention observations, abnormal behavior recognition, retina scanning, photographing, jail management system file maintenance, preparing legally compliant files and reports, and property collection and storage.
2. Reads, comprehends, interprets, and makes decisions relative to legal and non-legal documents such as medical instructions, commitment orders, summons, and other legal writs and court documents.
3. Maintains up-to-date knowledge of all statutes, services, policies, procedures, and potential liability issues related to the safety and security of inmates and the general public.
4. Monitors all security-sensitive areas of the interior and exterior of the detention facility to ensure the safety and security of staff and inmates including, but not limited to electric locks, gates, fences, doors, control areas, common areas, booking area, visitation area, supply and storage areas, kitchen and laundry areas.
5. Monitors all movement of inmates and visitors entering and departing the detention facility, controls inmate, visitor and employee movement within the facility, and ensures unauthorized persons are not admitted into the detention facility.
6. Monitors alarms, cameras, radios, intercoms and phones. Makes proper notifications to all pods, medical and transport pertaining to inmate movement to and from respective areas.
7. Monitors radio transmissions for routine and emergency transmissions. Understands and responds to all emergency systems and follows established procedures for contacting appropriate internal and external personnel and agencies in case of emergencies.
8. Prepares accident/incident reports in accordance with policy, and maintains any related records.
9. Communicates effectively and coherently with inmates, professional visitors, and the public by providing information and directions.
10. Maintains master keys and other duplicate keys in the control room and monitors use by authorized personnel. Maintains accuracy, confidentiality, and security of all records and work area.
11. Monitors equipment reliability, and issues radios, duress alarms and other equipment to staff.
12. Prepares for and testifies effectively in court proceedings as needed.
13. Performs inmate release procedures for inmate and property release from detention facility.
14. Performs other duties of a similar or related level as necessary or assigned.

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### **Job Qualifications:**

#### **Knowledge of:**

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Inmate rights, ethical standards, medical and psychological warning signs and all emergency procedures.
3. Current detention principles, processes, practices and procedures.
4. Record keeping and report preparation.
5. Fire regulations, self-breathing apparatus and fire extinguishers.
6. Methods and techniques of dealing with individuals in custody.
7. First aid methods and techniques.
8. Criminal attitudes and behavior patterns.
9. Keyboarding, data entry and word processing skills.
10. Basic computer and math skills.
11. Relevant computer hardware and software applications.

#### **Ability to:**

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Obtain, analyze, and follow verbal and written instructions.
4. Control, direct and instruct inmates, individually and in groups, on a daily basis.
5. Recognize various types of inmate behavior and supervise and control inmates and secure their cooperation.
6. Effectively manage people with an understanding of human behavior.
7. Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people.
8. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
9. Handle difficult and complex incidents occurring in the facility within established legal and procedural guidelines.
10. Assume and carry out considerable responsibility within established guidelines with limited supervision.
11. Independently make quick, effective, responsible and reasonable decisions in emergencies and take appropriate action.
12. Effectively operate while under continuous pressure.
13. Define problems, collect data, establish facts and draw valid conclusions.
14. Interpret and enforce rules and regulations with firmness, persuasiveness, tact and impartiality.
15. Use tact, discretion, initiative and independent judgment within established guidelines.
16. Prepare clear and concise reports, correspondence and other written materials.
17. Interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, court documents, and CBI documents, etc.
18. Perform multiple tasks simultaneously.
19. Establish and maintain effective working relationships with court personnel, attorneys, public sector and co-workers.
20. Understand and practice safety procedures and precautions.
21. Maintain a high level of professionalism and confidentiality.

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### **Internal & External Contacts:**

#### **Internal Contacts:**

Frequently interacts with Sheriff's Office employees, and with inmates.

#### **External Contacts:**

Frequently interacts with inmate visitors, citizens, and district and county court personnel.

### **Physical Activities and Work Environment:**

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

#### **Required Physical Activities:**

While performing the essential functions of this job the employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in picking or pinching actions; frequently required to lift and/or move up to 30 pounds and occasionally required to exert up to 50 pounds of force; is occasionally required to maintain body equilibrium while bending at the waist or at the knees. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision, and ability to adjust focus. The employee is required to sit, stand for long periods of time, talk and hear and to walk, climb, balance, stoop, kneel, bend, crouch or crawl and smell.

#### **Work Environment:**

The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons.

The employee is required to work outside normal business hours.

The noise level in the work environment is typically moderately noisy; at times the noise level may be loud, with frequent interruptions and multiple demands.

#### **Required Travel:**

None.

#### **Computers and Other Equipment:**

Computer and relevant software applications; telephone system; radio system; facsimile; copier; retina scanner; cameras; camera screens; security systems; fire extinguishers and other safety and fire-safety apparatus.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.