

KENDALL COUNTY CLASS SPECIFICATION

DETENTION OFFICER

Job Code:

GENERAL SUMMARY

Under constant supervision, the purpose of the position is to provide care and custody of inmates in the detention facility; receive and process inmates and ensure safety and security of facility; and prepare documents and reports in conjunction with these tasks.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Receives, books and processes new inmates; including conducting classification interviews, fingerprinting, photographing, entering personal information and charge information into computer system, obtaining inmate information, screening inmates for mental and health issues, logging of inmate property, assigning inmates to appropriate housing units, and preparing related documentation.

Ensures safety and security of detention facility within state and federal mandates; monitors, directs and controls inmate behavior including resolution of inmate complaints and disputes; conducts inmate and cell searches for contraband, weapons and other unauthorized items; ensures proper maintenance of facility.

Supervises, instructs, directs and controls inmates performing work details throughout the facility.

Supervises inmate activities including church services, visitation, educational services, Alcoholics Anonymous and recreation; monitors kitchen duties and inmate feeding procedures including delivery of food and supplies for facility; monitors inmate haircuts.

Issues hygiene items for use by inmates; collects laundry, hygiene products and inmate bedding and maintains inventory for such items.

Coordinates and transports inmates to and from other county jails, state facilities, medical and dental appointments and court proceedings.

Ensures inmates receive proper medical attention and ensures inmate medications are properly and accurately logged, distributed, and processed.

Monitors and operates jail security systems including operation of the control panel for doors; monitors security cameras throughout the facility; monitors inmate movement throughout the facility; operates recording devices.

Processes and files required documentation and reports including surety bonds, magistrate papers, released inmate documents, court documents, time sheets, inmate records and files, incident reports, and facility logs.

Receives and sends TCIC "HIT" messages; reviews crime stoppers information; runs criminal history on inmates

Accepts and logs money for inmates, provides receipts, and deposits into property box or trust funds.

Processes incoming and outgoing inmate mail.

Performs public relations duties including general public questions, explanation of procedures to family and friends of inmates

Appears at court hearings and magistrate proceedings; executes court warrants.

May translate for Spanish speaking inmates.

May assist with training for other detention personnel.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one (1) to two (2) years previous experience or training that includes detention or law enforcement; knowledge of criminal laws and codes.

LICENSES AND CERTIFICATIONS

Must possess Jailer Certification; must possess valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office procedures and equipment.
- Computer and security equipment functions.
- Correct English usage and grammar.

Ability to:

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with general public, attorneys, bondsman, other agencies, and inmates.
- Provide verbal direction to inmates in conformance of rules, regulations, and other directives.
- Detect abnormal behavior and/or activity when observing inmates.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Operate a motor vehicle.
- Use firearms, radios, handcuffs, leg irons, stun cuff, and taser.
- Maintain physical ability in order to restrain inmates and perform self-defense tactics as needed.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.