

Detention Officer

POSITION DESCRIPTION

Function: Under general supervision, responsible for the supervision of the Olympia City Jail.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: Receive, search, book, fingerprint, and photograph incoming prisoners; issue jail uniforms; record and store inmates' personal belongings; and classify and put prisoners into cells. Prepare and escort prisoners to court. Release prisoners according to established procedures, bail, court order or as otherwise ordered by appropriate authorities. Assign and direct the work of trustees. Oversee food service and verify that all utensils are returned following meals. Ensure sanitary standards are maintained. Monitor prisoner well being, procuring medical attention as necessary. Administer medication as prescribed by proper medical authorities. Monitor video surveillance equipment. Operate a breathalyzer to determine intoxication levels. Access information on microfilm and in the computer. Compose and transmit teletype information. Repair jail equipment personally or call maintenance staff. Maintain and update records and submit reports to the Washington State Jail Commission and FBI. Prepare billings for other jurisdictions. Assist citizens at the Police Department front desk by responding to procedural questions, preparing accident reports, logging complaints, writing reports or calling other Department staff. Answer incoming telephone calls.

Contacts: Detention Officers have constant, daily contact with jail prisoners, other Police Department employees and the general public. In addition, there is frequent contact with officials and employees of other jurisdictions to coordinate prisoner extradition and confirm warrants. Contacts with prisoners are negative by nature and require a great deal of sensitivity, alertness and interpersonal skill. The Detention Officer is also responsible for greeting the public at the counter and responding to requests for information and assistance on the telephone in a manner equal to the professional image of the Department.

Supervision: None.

Accountability: Detention Officers are accountable for the safety and well being of prisoners; and the safety of employees and citizens in the vicinity of the jail.

Working Conditions: Detention Officers work in and around the City jail within close proximity with prisoners who may be physically and/or verbally abusive.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities: Knowledge of methods of jail security
Knowledge of Washington State Jail Commission regulations and applicable RCW's and WAC's.
Knowledge of emergency first aid procedures.

Knowledge/Skills/Abilities, Continued: Skill in defusing potentially violent/explosive situations.
Ability to apply general policies and procedures to specific situations.
Ability to manage uncooperative or violent prisoners without the use of force, if possible.
Ability to apply necessary and approved physical control of violent prisoners for self defense and to ensure the safety of other prisoners and personnel.
Ability to deal courteously with the general public over the counter and on the telephone.
Ability to work from written and verbal instructions.
Ability to supervise inmates in cleaning and maintenance activities.
Ability to establish and maintain effective working relationships with the public, Department employees and jail inmates.

Experience/Education: Prior experience in supervising jail inmates; and course working correction, sociology, psychology, criminal justice, health and first aid are preferred.
Successful completion of the Corrections Officer Academy sponsored by the Washington State Criminal Justice Training Commission is required within six months of employment. Possession of a Valid Washington State Driver's License is required. Qualification in First Aid and CPR; WCIC certification; and successful completion of a criminal background check are a condition of employment.