



JOB TITLE: Detention Officer – Floor, Intake, Control Room

DATE	January, 2018
FLSA	Non-exempt

DEPARTMENT: Detention Center

SUMMARY: The purpose of this position is to provide custodial care necessary for the security and well-being of inmates confined in the Rockwall County Detention Center. This is accomplished by maintaining peace within the jail; inspecting inmates for contraband; processing inmates into and out of the jail and ensuring security is not breached.

ESSENTIAL JOB FUNCTIONS

- Maintains peace within jail; processes inmates into and out of facility; searches and fingerprints prisoners; ensures sick or injured inmates receive medical attention; prepares and maintains inmate records; maintains inmate property; inspects facility housing units for cleanliness; inspects inmate mail and contraband; issues supplies for inmates; responds to fire alarms.
- Trains and evaluates the work of staff members when needed.
- Monitors control room security cameras for officer and inmate movement; logs movements; participates in fire drills; ensures doors are opened and closed with safety and security in mind; operates control panels that accesses movement throughout the facility; answers telephone; ensures security is not breached; observes/monitors inmates during recreation and visitation periods.
- Maintains visual observation and documents inmates within the housing units, provides food and medication to inmates, escorts inmates to court and doctor appointments, searches inmates and housing units, and monitors.
- Performs intake of inmates by accepting inmates from arresting officer; conducts medical and mental health screenings; logs and stores inmate property; searches inmates for contraband; prepares inmate files; conducts classification of inmates and performs finger printing; takes mug shots; allows two (2) phone calls for inmate and performs criminal history checks/ CCQs.
- Provides courteous and informative customer service to the public.
- Facilitates inmate visitations by conducting warrant checks on visitors; ensuring visitors are following EPOs; enforces visitor dress code; organizes visitation groups and maintains visitation lists.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES

This position has no supervisory or budget responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, write, understand and follow oral and written instructions; ability to take finger prints and maintain records.
- Must be able to learn basic computer skills within a timely manner and must be able to learn communication skills to communicate effectively with inmates.
- Knowledge of computer software such as JMS; Touch Pay; Keefe Commissary software; OMNNIX, Ableterm; Securus; Manager Plus, Guard One and Microsoft applications.
- Knowledge of requirements of the Texas Commission on Jail Standards, County, State and Federal laws governing Detention Center standards.

- Ability to use restraint chairs; hand cuffs; belly chains; metal detectors; shackles; and self-contained breathing apparatus.
- Basic understanding of MHMR.
- Ability to prepare records and reports.

MINIMUM QUALIFICATIONS

- Applicants for Detention Officer position(s) must be at least 18 years of age on the date of employment.
- Applicants must be a high school graduate or have passed a General Education Development (GED) test indicating high school graduation level.
- Applicants must be a U.S. citizen and a resident of the contiguous United States for a period of time sufficient to conduct a comprehensive background investigation. Consideration given for military overseas assignments.
- If a military veteran, applicant must not have been discharged from any military service under less than honorable conditions and must not have been convicted of any court-martial higher than a summary.
- Applicant must pass all phases as required for the position being sought.
- Applicant must possess a current valid Texas driver's license. (Out of state applicants accepted, but current valid Texas driver's license is required at time employment begins)
- No Felony convictions.
- No Misdemeanor (A) convictions.
- No Misdemeanor (B) convictions in last ten years.
- No family violence convictions including Class (C).
- Applicants must have a favorable employment history. All information given regarding past employment will be thoroughly checked.
- Applicants must be eligible for licensing by the Texas Commission on Law Enforcement (TCOLE) if not presently licensed. The applicant must attend a 96 hour Jailer Certification course in order to receive their Jailer License. The course must be taken within one year of employment with the Rockwall County Sheriff's Department.
- Must successfully complete field training program.
- Applicants should have good communication and computer skills and also demonstrate comprehensive reading and comprehension skills.
- Most positions will require working a 12 hour shift, with shifts being 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m. Shifts operate on a rotating schedule of days off consisting of 2 days on and 3 days off, 3 days on and 2 days off. (Subject to change)
- Applicants must be able to work all shifts, holidays, and weekends.

WORKING CONDITIONS

This position works in an office, outdoors and in the jail facility with frequent exposure to environmental conditions. Exposure to health and safety conditions is occasional. Required protective equipment includes SCBA and latex free rubber gloves, Guard One pipe, handcuffs, leg restraints, OC Spray and radios. Fine dexterity, walking, vision, foot controls, balancing, hearing, twisting and talking are constantly required. Frequently, standing, lifting, carrying, pushing/pulling, and bending are required. Sitting, reaching and handling are occasionally required.

CONDITIONS OF EMPLOYMENT

- Must successfully complete a pre-employment drug screen.
- Must Successfully complete physical examination
- Must successfully complete a psychological examination.
- Must successfully complete a background investigation.