



POSITION DESCRIPTION

Core Values → *ESPRIT de Teton County*
Exceed expectations; offer options not obstacles
Servant leadership through initiative
Positively professional
Respect for all people, places and things
Integrity in every word and act
Teamwork for the good of the whole

| | | | |
|--------------------|--------------------------|----------------------|------------|
| TITLE: | Detention Officer | LAST UPDATED: | Oct 2014 |
| DEPARTMENT: | Sheriff's Office | FLSA STATUS: | Non-Exempt |

FLSA destination cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.

SUMMARY: Under basic supervision, directs and participates in inmate supervision; performs a variety of tasks to directly related to the care, custody, and control of inmates, the security of the facility, and the safety of inmates and other Detention Officers.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs informal and formal headcounts; assesses the physical and psychological wellbeing of all inmates; responds to inmate questions and complaints.
- Completes inmate bookings; documents inmate charges; completes inmate medical questionnaire; collects fingerprints and mug shots; assesses inmates' physical and mental state to determine placement for individual and group safety; gives notifications to appropriate court of inmate's status.
- Conducts inmate searches; pat search and strip search arrestees; complete daily cell searches for cleanliness and contraband.
- Monitors inmate activities on security camera system; monitors officers while completing activities in occupied areas of the jail; document activities in computer system; answers phones; controls security doors, elevators, lights, televisions, and emergency intercom systems.
- Completes mandatory and on-going training regarding custody and control, first aid, cell extractions, restraint chair, equipment and firearm use, prison rape elimination, suicide prevention, and emergency evacuations.
- Trains new officers; follows weekly task lists; administer weekly tests; completes reports; monitors officers progression through training programs; recommends advancement, remedial training, or termination from the training program.
- Communicates with appropriate court regarding inmate court appearances; maintains accurate court schedule; documents court status.
- Supports the relationship between the Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent; **AND** the ability to complete Wyoming Law Enforcement Academy Detention training; **OR** an equivalent combination of education, training, and experience.

Required Licenses and Certifications:

- Must possess a valid Wyoming/Idaho Driver's License and maintain an acceptable driving record.
- Peace Officer Standards and Training Board Detention Officer Certification.
- Cardio Pulmonary Resuscitation (CPR)/ First Aid Certification.

Required Knowledge of:

- Principles and practices of effective project management, leadership, supervision and training.
- Emergency evacuation and forced cell extraction procedures.
- Safety rules and regulations, occupational hazards, and safety precautions.

Required Skills in:

- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Performing first aid and CPR.
- Utilizing firearms and other assigned equipment safely, and according to procedure.

Physical Demands/Work Environment:

- Work is performed within the Teton County Jail facilities; work may require physical efforts, and exposure to dangerous persons, situations, tools and equipment; safety procedures and precautions must be followed, including use of safety equipment.