



**DETENTION OFFICER – CURRY COUNTY DETENTION CENTER  
JOB DESCRIPTION**

Position Title:	Detention Officer	Exemption Status:	Non-exempt
Job Classification:	Full Time	Probationary Status:	Twelve (12) Months
Department/Office:	Detention Center	Wage Level:	Min\$16.32 – Mid \$19.5567/HR DOE/DOQ
Reports to:	Detention Sergeant	Safety Classification:	Safety Sensitive
		Last Updated:	October 6, 2022

**Job Summary**

Responsible for maintaining inmate security in Curry County Adult Detention Center including enforcement of rules, preventing escapes, inmate and detainee escort; operates under direct supervision. Position requires working under stress.

**Minimum Qualifications**

- Must be eighteen (18) years of age or older.
- High School diploma or GED certificate. Two (2) years applicable experience is desired but not required.
- One (1) year experience in detention work and supervision of inmates; knowledge of pertinent federal, state and county laws and policies. Education or experienced in interpersonal communications helpful but not required.
- Vision correctable to 20/20.
- Ability to successfully pass a background investigation. An academic exam may be administered.
- Able to write intelligible and complete reports and deal with situations requiring tact, understanding and good judgment; remain alert at all times and respond quickly in emergency situations; establish good working relationships with inmates and other staff members.
- Valid driver's license.
- A Detention Officer is an uncertified officer, with less than one (1) year of experience in detention work. Person must successfully pass forty (40) hours of accreditation course provided by Detention Center within the first year of employment.
- Must be able to understand, communicate, read and write in English.
- Bi-lingual is helpful, but not a requirement.
- Must successfully complete new hire physical and pre-employment drug screen.
- Ability to perform all essential duties as listed below.
- Ability to perform the essential duties in the working conditions described below.
- Ability to communicate effectively with large and small groups of people, and to diffuse stressful situations.
- Ability to travel, including traveling out of town and/or overnight.
- Computer literacy required, especially with knowledge of word processing, business-related and record keeping programs.
- Ability to perform essential duties and adapt to working conditions.
- No history of felony or misdemeanor convictions involving moral turpitude, violence, illegal drug distribution or dishonesty.

**PLEASE INITIAL ACKNOWLEDGING THAT YOU MEET MINIMUM REQUIREMENTS OF POSITION:** \_\_\_\_\_

### Essential Functions

Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Plans and performs a wide range of detention duties to ensure the proper booking and incarceration and safety of persons committed to the Detention Center.
		Works from training education, instructions, directions of supervisor, and overall policy to receive and detain incarcerated persons.
		Processes incoming inmates and detainees by completing booking sheets, pat and strip search, personal history, medical screening, and other essential duties to the proper care and incarceration of the inmates and detainees.
		Performs fingerprinting and photographing of inmates.
		Inspects pods, day rooms, jail cells, recreation area, and classroom to insure cleanliness and orderliness. Record any pertinent conditions during periodic patrols of pods, recreation area and cells.
		Sees that inmates and detainees receive showers and clothing and responds to additional personal needs in accordance with policies.
		Periodically works in control room to keep constant watch on all sections of the Detention Center via TV cameras. Control all doors and entrances. Forward telephone calls to the appropriate parties. In event of emergency, contact appropriate personnel.
		May transfer inmates and detainees to court and other appearances. Serves as escort for visiting lawyers and others. Escort's inmates and detainees to various sections of the detention center, including kitchen or recreation room.
		Coordinates and cooperates with other law enforcement agencies and judiciary agencies as necessary.
		Assists in processing various bills and documents and assists in bonding. Records all monies and personal items for storage.
		Appropriately distributes medications prescribed by doctors to inmates and detainees, complete appropriate documentation and enters information into computer.
		Obtains required signature from inmates and detainees for personal and accountable items.
		Deals with verbal and physical abuse from inmates. Adult Detention Center may house up to 200 inmates.
		Search inmates and detainees as well as their cells and restrain inmates when necessary.
		Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job related meetings, and perform other duties as assigned.
		May be required to transport inmates and detainees to other facilities.
		At the Adult Detention Center, we have two (2) shifts and you will be assigned to one of the shifts, you may be assigned to a different shift with a seventy-two (72) hour notice. This does not apply when we ask you to work overtime. Shifts may be changed to three (3) and you will be assigned to one of the three (3) shifts.
		Must comply with the County Personnel Policy, and other Policies as approved by the Board of Commission.
		Follow the State of New Mexico Purchasing and Procurement laws, County Purchasing Policy and grant agreements in making purchases, transferring and depositing of assets.

### Professional Requirements

Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Adhere to all County Policies and Procedures including; Personnel Policy, Governmental Conduct Policy, Risk Management Policy, Emergency and Evacuation Policy, Vehicle Safety Policy, and Information Technology Policy as well as the Curry County Detention Center Policy.

		Complete CPR/First Aid and Defensive Driving training within six (6) months of date of hire.
		Complete annual education requirements as assigned or designated by certification or accreditation requirements.
		Adhere to dress code, appearance is neat and clean.
		Report to work on time and as scheduled.
		Maintain regulatory requirements, including all state, federal and local regulations.
		Represent CCDC and Curry County in a positive and professional manner at all times.
		Participate in performance improvement and continuous quality improvement activities.
		Attend regular staff meetings and in-services.
		Must have ability to interact with inmates, supervisors, and staff members in a friendly manner. Must have the ability to work with a diverse population.
		Must be able to write intelligible, clear, concise and complete reports.
		Must be able to communicate effectively, both verbally and in writing, including using computers and electronic equipment.
		Must have ability to deal with situations requiring tact and understanding and exercise good judgment when needed. Must remain alert at all times and be able to react quickly in an emergency situation.
		Must possess basic math skills to deal with money and bonding procedures.
		Must be able to effectively safeguard confidential information.
		Must interact with occupants of County buildings in a professional and friendly manner.

### Physical Requirements

The physical demands described here are representative and not necessarily exhaustive of those that must be met by an employee to successfully perform the essential functions of this job.

#### Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Ability to lift up to sixty (60) pounds from ground to waist level approximately twice daily.
		Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
		Corrected vision and hearing to within normal range.
		Ability to stand and walk up to six (6) hours at one (1) time, and twelve (12) hours total per day (pod and booking duty).
		Ability to sit for up to four (4) hours at one (1) time, and twelve (12) hours total per day (control room only).
		Position requires climbing and descending a three-step ladder on a minimal basis, typically no more than once per day.
		Position requires use of hands or fingers to grasp/manipulate various equipment and materials used in performance of essential duties.
		Position requires hand/eye coordination in operation of equipment and in handling various materials. Some use of equipment in handling of materials involves intricate coordination of hands and eyes.
		Ability to buddy carry an inmate and detainee in case of emergency. Must be able to assist disabled inmates and detainees in showering and other personal needs.
		Ability to push/pull a disabled inmate or detainee in a wheelchair.
		Ability to carry ten (10) pounds on waist all day.

### Mental Functions/Requirements

Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Must use sound judgment in determining level of incarceration for each inmate and in responding to the emergency situations.
		Must work well with ever changing priorities and/or situations.

		Must be able to use visual and auditory skills to properly operate console in control room.
		Must be able to work under extreme circumstances at times and under pressure and stress most of the time.

### Environmental Conditions

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Work in varying degrees of temperature (heated or air conditioned).
		Essential job duties are performed indoors.
		Indoor duties are performed in a temperature-controlled environment.
		Indoor duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry, and worker is required to climb or descend a ladder and/or stairs on a minimal basis.
		Work primarily alone, both with and without directions from supervisor. Worker also performs certain duties as part of a group of individuals.
		Work hazards, or potential work hazards, are essentially limited to the use of stairs or ladders.
		Worker hazards include the following: constantly subjected to injury, death or hostage, situation, exposed at times to infectious diseases carried by inmates and detainees, constant high level of mental and emotional stress.
		Worker performs many duties alone, with or without direction, and with minimal supervision. Certain functions are performed as part of a select team or a large group.
		Worker will be required to work twelve (12) hour days and perform shift work.

### Equipment, Tools and Materials – Must be able to utilize the following:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Computer, telephone, duplication machine, fingerprinting equipment, fax machine, and video equipment.
		Control panel, computer, generator system, fire system, and radio equipment.
		Handcuff, leg irons, capstun, oleoresin capsicum spray, taser, pepperball launcher.
		Scum devices (for respiratory problems), duress equipment (to monitor inmates with medical problems), first aid equipment, mouthpieces to assist in performing cardiopulmonary resuscitation (CPR).
		Rubber gloves, protective face masks, gowns, flashlights, riot gear, and uniforms.
		Will be required during the scope of duties to drive a County Vehicle in a manner that complies with the County Vehicle and Accident Policies.

### Description of Duties:

Employee is responsible for enforcement of rules & regulations in detention facility, preventing escapes & riots, maintaining order & discipline among inmate, escorting inmates to and from cells and work assignments. Also responsible for operating and inspecting various security devices, reporting violations of rules & keeping count of inmates as assigned. Duties include controlling inmates from work stations or by patrolling cell blocks, dormitories, corridors and work areas; inspecting all areas of facility for unauthorized objects; checking sanitary conditions and fire and safety hazards; enforcing rules of conduct, security and labor standards by making written and verbal reports of significant violations or irregularities to supervisors. Employee must assist in supervision of inmates being transferred to other facilities or appearing in court; distributing cleaning and sanitation supplies as well as pick-up and delivery personal laundry and bedding; delivers mail and distributes medication as needed within policy guidelines. Employee must operate electric cell doors; control visitation of relatives, attorneys and others. Employee is expected to be familiar with federal, state and county and departmental laws and policies pertinent to the position, departmental directives, detention officer's report manual, techniques and precautionary measures to be used in escort and supervision of inmates and typical behavior pattern of inmates; skill in use of camera and fingerprinting. Employee is expected to know and understand County Personnel Policies and perform any related work as required. Employee must be aware that position may involve life-

threatening situations and act accordingly. Specific duties of adult detention officers are listed in the detention office manual. Work will largely be performed inside detention facility and some time spent in other areas. Employee must perform any other duties as required.

1. Have you ever had allegations against you or been civilly or criminally convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refused? **(Please answer yes or no).**

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2. Have you had allegations or administrative discipline against you involving any sexual misconduct while performing your duties at work? **(Please answer yes or no).**

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#### **Acknowledgement**

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.***

I have read and understood the above position specifications for Detention Officer for the Adult Detention Center. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties with or without reasonable accommodations.

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**Employee's Signature**

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**Date**