

Sheriff's Detention Officer

Definition:

Under direction, to supervise inmates and a variety of inmate activities in a detention facility; to maintain security and monitor inmate behavior.

This is the entry/journey level class in the Sheriff's Detention Officer classification series. Entry into this class requires the completion of a Standards and Training for Corrections (STC) certified Corrections Officer CORE course. This classification is designated to custodial related assignments within the Sheriff's Office. Incumbents in this class are responsible for inmate security and supervision both inside and outside the facility. Detention Officers must have the capacity to perform work assignments effectively. Situations involving independent judgment are usually defined by departmental procedures. Incumbents are custodial officers with limited powers under California Penal Code Section 831.5.

Incumbents engage in community-oriented policing by interacting and collaborating with the public to gain compliance and solve problems, detecting and preventing crime within a jail facility.

Essential Functions:

- Supervises inmates and inmate activities.
- Transports and/or escorts inmates to specified locations inside and outside of custodial facilities.
- Completes procedures necessary to properly book inmates, including fingerprinting and required paperwork.
- Conducts inmate counts and verifies the location and status of inmates; keeps routine records of inmate movement.
- Supervises inmate meals and recreation; inspects housing areas for cleanliness; distributes supplies and bedding; inspects mail.
- Verifies inmate identity; classifies inmates for housing assignments.
- Performs security checks; locks and unlocks cells and gates; maintains security of assigned keys.
- Screens visitors and supervises visits; keeps routine records of authorized visitors; admits, releases and logs visitors for inmates, and searches articles left by visitors for inmates.
- Watches for potential disturbances; investigates disturbances; separates fighting inmates; subdues violent inmates; uses approved tactics and weapons to suppress dangerous situations; applies appropriate restraints on inmates.
- Reports emergencies; administers C.P.R. and first aid; extinguishes small fires; uses self-contained breathing apparatus as needed in emergency situations; assists with emergency evacuations.
- Communicates problems with supervisors, other staff and maintenance crew; summons appropriate assistance as situations dictate.

- Writes reports dealing with inmate behavior and officer response; logs inmate activities and other related work activities and incidents; reads logs, reports, memorandums, and court documents.
- Updates, maintains and retrieves computerized inmate records and reports.
- Maintains confidentiality of sensitive information.
- Attends staff meetings and training as required.
- Testifies under oath in legal matters.
- Remains alert and aware even during long periods of inactivity.
- Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.
- Practices collaborative problem solving and conflict de-escalation in custody settings.
- Enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.
- Maintains personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code Ethics.
- Performs other job-related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent.

Possession of a Standards and Training for Corrections (STC) certified Corrections Officer CORE course certificate.

Successful completion of Penal Code Section 832 Arrest and Control course during the probationary period as a Detentions Officer.

OR

Possession of a STC certified CORE course certificate and employment as a detention officer in the State of California within the past three years.

Possession of a valid California Class C driver's license is required at the time of employment. Specialized licenses required for some assignments.

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and Psychological requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Medical Examination: Candidates must pass a rigid post-employment offer, preplacement examination given by the County Physician. It may include, but not be limited to spine and chest x-rays, blood chemistry and electrocardiograph test, hearing and vision test, functional capacity examination and psychological examination.

Character: A thorough background investigation, including fingerprinting, is required. Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Minimum Age: 18 years at time of final filing date.

Psychological Examination: Emotional and mental condition shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission on Peace Officer Standards and Training. Evaluation is designed for pre-employment psychological screening of applicants to determine suitability to the role of a custodial officer.

Knowledge of: grammar and spelling; principles of community-based policing.

Ability to: give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; be willing to obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity; establish effective interpersonal relationships at all organizational levels and with the public.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.