

## PIERCE COUNTY BOARD OF COMMISSIONERS

Job Title	Detention Officer
Department	Office of the Sheriff, Jail Operations
Hours	Rotation
Classification	Full-Time, Non-Exempt
Reports to	Jail Administrator
Pay Rate	\$15.60/hour



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### POSITION SUMMARY

This position is responsible for maintaining security at the jail.

### MAJOR DUTIES

- Maintains the security of the facility by conducting security checks and performing cell searches and inspections.
- Issues meals, clothing, linens, and personal items to inmates; dispenses medication as authorized.
- Provides inmate programs, including recreational, legal, healthcare, visitation, and religious services.
- Performs all inmate booking functions, including searching, fingerprinting, and photographing inmates.
- Completes bond paperwork for the release of inmates.
- Prepares reports on jail and inmate activities.
- Supervises inmates performing such assignments as cleaning and maintaining the jail facility.
- Checks the jail docket; observes locations and activities of inmates.
- Assists with the cleaning and maintenance of the facility as needed; identifies maintenance problems.
- Supervises outside and visitation times for inmates.
- Searches trustees returning from outside work detail for contraband or weapons.
- Conducts daily store and mail calls.
- Assists with the transportation of inmates to such locations as courts, medical, and other correctional facilities.
- May perform dispatching duties.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Applicants must meet current requirements set forth by the Georgia Peace Officer Standards and Training Act. These include:

- 18 years of age or older
- Possession of a valid Driver's License
- Proof of U.S. Citizenship
- Possession of a High School Diploma or equivalency

#### **ADDITIONAL REQUIREMENTS**

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, or stooping. The employee must be able to restrain people, occasionally lift light and heavy objects, and distinguish between shades of color.
- All applicants are required to pass a pre-employment background and drug screening.