



Madison County Government
Madison County Sheriff's Office



Detention Officer

GENERAL STATEMENT OF DUTIES:

Performs inmate detention and care work in the County Detention Center.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform inmate intake, detention, care, and release work in accordance with established policies and procedures. Work includes the observation and accompaniment of inmates internal to and external of the detention center, insurance of proper care and completion of record-keeping requirements. Employees may be assigned to any work area within the facility and are subject to rotation of work areas and shifts. Patience and firmness are required in frequent contacts with violent, suicidal, and mentally unstable inmates. The employees are subject to hazards associated with custody work including working in inside environments, exposure to various hazards such as noise and a variety of physical conditions and close quarters. Employees may be subject to Level III OSHA Standards on bloodborne pathogens. Work is performed under the direct supervision of the Detention Center Sergeant and is evaluated through observation.

DUTIES AND RESPONSIBILITIES:

- Receives inmates and conducts searches for contraband.
- Completes required intake forms.
- Secures personal property.
- Makes rounds to assure security of inmates and facility.
- Acts as a Processing Officer by maintaining inmate information, verifying the completion of necessary forms.
- Assigns appropriate cell location.
- Determines inmate classification.
- Maintains inmate count and cell locations.
- Oversees the security and activities of inmates.
- Supervises meals and cleaning of facilities.
- Distributes personal property.
- Distributes food trays.
- Checks that all items are turned back in after mealtime.
- Monitors inmates' medical status and takes actions when inmates are ill or injured.
- Distributes prescribed medications.
- Provides non-confidential inmate information to the public, attorney, and bond personnel.
- Maintains files on inmates.
- Searches incoming property delivered to inmates.
- Verifies visitor acceptance by inmate.
- Releases inmates on bond due to court order or time served.

- Ensures release papers are proper and complete.
- Returns personal property to individual.
- Completes forms providing required documentation of release.
- Supervises cleaning and maintenance of center facilities and fixtures by trustees.
- Maintains records and performs related clerical work.
- Escorts inmates from jail to court system.

ADDITIONAL JOB DUTIES:

May assist in training other officers.

May transport inmates to other correctional facilities, doctor, or other locations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of federal, state, and local laws pertaining to inmate sentencing, pretrial conditions, and release.
- Working knowledge of policies and procedures covering inmate security, classification, care, and discipline.
- Ability to exercise sound judgment in routine and emergency situations.
- Ability to work in a hazardous and confining work environment.
- Ability to deal tactfully and firmly with inmates and the public.
- Ability to prepare and maintain accurate records.
- Ability to maintain effective working relationships with supervisor, other employees, and the public.
- Ability to actively listen to inmate conversations and sounds in the facility and exercise judgment in determining potential security problems.
- Ability to quickly and clearly communicate with/to inmates or County personnel, in a manner easily understood by all, in the event of emergency or threatening situations.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, reaching, standing, walking, talking, hearing, and perform repetitive motions.
- Must be able to quickly and clearly communicate with/to inmates or County personnel, in a manner easily understood by all, in the event of emergency or threatening situations.
- Must be able to perform work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 20 pounds of force constantly to move objects.
- Must possess the visual acuity to determine accuracy, neatness, and thoroughness of the work assigned.

DESIRABLE EDUCATION AND EXPERIENCE:

Completion of high school supplemented by courses in Law Enforcement or Detention, or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Meet the minimum standards set by the State of North Carolina for detention personnel.

SALARY: Begin at \$41,867.28. This position comes with a benefits package including paid health insurance, dental, vision, and other supplemental options offered. Paid sick and vacation leave, paid holidays.