

DETENTION/CORRECTION OFFICERS 1.1740.5

The purpose of this classification is to perform security work associated with maintaining the safety, security and welfare of inmates at the Correctional Work Center, Detention Center, or Juvenile Detention Center. Duties and responsibilities include enforcing facility rules and regulations, maintaining discipline, processing incoming inmates, monitoring activities and behavior of inmates, planning daily meals for prisoners, maintaining kitchen facilities, coordinating provision of food, medical care and supplies for inmates, providing courtroom and courthouse security, transporting inmates, preparing documentation, maintaining records, and performing other tasks as assigned. Assignment to Correctional Work Center reports to Sergeant, Detention. Assignment to Detention Center reports to Corporal, Detention. Assignment to Food Service reports to Sergeant, Detention. Assignment to Transport reports to Lieutenant, Transport.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Receives, processes, and books incoming inmates and arrestees; explains facility rules, regulations and procedures; secures personal property; conducts interviews to obtain personal information; completes applicable documentation; records inmate data in computer system; determines appropriate classification of each inmate; assigns facility housing; issues clothing, bedding and personal hygiene items.

Conducts release of inmates per established procedures; completes applicable forms and ensures appropriate approvals.

Monitors inmate activities inside the facility on a continual basis; supervises inmate activities in relation to store, mail, medication, doctor, visitation, telephone, meal, and dental calls; conducts/records periodic population counts of inmates; escorts inmates from one area of the facility to another.

Coordinates, monitors, or performs various functions associated with ensuring the health, safety and welfare of inmates, which may include distribution of meals and removal of meal trays, provision of clothing/bedding or other supplies, provision of medical aid/supplies, coordination of visitation and telephone communications, distribution of mail and instruction of educational and re-entry programs.

Maintains/assures security of detention facility; serves as control, key room, and visitation room officer; makes rounds of facility and performs periodic security checks; monitors video surveillance equipment; checks locks, alarms, and other security devices; controls door operations; searches inmates, cells, lockers, mail, building, and ground areas to locate/remove contraband and to maintain security; assists in controlling/restraining violent/unruly inmates; assists in conducting searches for escapees.

Supervises and/or performs various routine cleaning/maintenance activities within the detention facility.

Maintains logs, records, and reports of all incidents, accidents, population counts, and other activities.

Prepares or completes various forms, reports, correspondence, logs, incident/accident reports, rosters, population counts/reports, booking documentation, personal property records, receipts, or other documents.

Receives various forms, reports, correspondence, logs, booking documentation, warrants, medical request forms, visitation requests, inmate medication logs, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, handcuffs, baton, flashlight, security/alarm system, camera, door control panel, radio/communications equipment, telephone, or general office equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, inmates, visitors, and other individuals.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with staff of adjoining shifts to gather/exchange information on orders, problems, special situations, or other areas requiring attention.

Communicates with supervisor, employees, other departments, inmates, law enforcement personnel, court personnel, jurors, attorneys, bonding companies, medical providers, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assignment to Detention Center may involve the following additional functions:

Performs tower guard duties and maintains log books

Serves civil and criminal warrants.

Assignment to Detention Booking Division may involve the following additional functions:

General Duties (all shifts)

Intake and release of inmates including answering booking phones, property inventory, search of person, data collection and entry, criminal and civil warrants check, NCIC check, photograph, fingerprinting, DNA sampling, releasing, showering out. Daily duties may also include warrant service, criminal prosecution of crimes committed in booking, observation and care of special watch inmates, report writing, checking credentials of visitors, assisting the detention center with unruly inmates, secure storage of inmate property and money, assisting other law enforcement agencies, participate in inmate counts, searching of trustees returning from outside duty, oversee booking trustees, other miscellaneous duties as they arise.

Shift Specific Duties

1st Shift: Daily releases between 7:30 am – 8:00 am, daily releases to Immigration and Customs Enforcement, tracking and facilitation of inmates going to court and other outside appointments, facilitation of protective custody visitation, facilitation of attorney visits and other stakeholder visits of inmates, facilitation of video arraignments, preparing and releasing inmates to the workhouse, feed lunch to inmates in booking.

2nd Shift: Dress out/shower of inmates from first shift, court releases, processes the majority of those who turn themselves in, feed dinner to inmates in booking, service of jail warrants.

3rd Shift: Feed breakfast, monitor and maintain shower chemicals.

Admin: Data entry of court paperwork for inmates, calculation of misdemeanor and split sentences, answer information requests and grievances, answer calls related to sentencing, calculate trustee credit and submit to TDOC, prepare release list weekly, prepare daily ten-day rule, prepare daily court release list, maintain parole violation file, facilitate interstate extraditions from our facility, respond to queries from providence probation, respond to queries from the various courts, submit paperwork to be scanned into inmate files, respond to correspondence from various other agencies and individuals, supervise booking personnel, maintain staff schedule, prepare bond fee bills, address concerns of bonding agents, maintain a current list of authorized bonding entities and

agents, make inmate movements in TOMIS so that RCSO can collect state money for state inmates, answer media requests for inmate mug shots, distribute directives and policies to booking staff, assist booking shift staff with their duties when needed, other miscellaneous duties as they arise.

Assignment to Food Service may involve the following additional functions:

Plans meals for prisoners, including special diet menus; cooks and/or prepares food for daily meals; maintains records of daily meals.

Cleans/maintains kitchen facilities (e.g., trays, pots/pans, cooking utensils, equipment, work surfaces, etc.).

Operates various machinery and equipment associated with food preparation and food service (e.g., blender, coffeepot, dishwasher, mixer, oven, slicer, steamer, stove, etc.).

Supervises trustees assigned to kitchen duties; escorts to/from kitchen as needed; assigns work activities and provides instruction/guidance; monitors/approves work activities.

Performs count of knives and tray contents after each meal; ensures all knives are returned; maintains records; maintains inventory of food/kitchen supplies; initiates orders for new or replacement materials.

Receives packing slips and invoices; reviews for accuracy and completeness; forwards as appropriate.

Assignment to Transport functions may involve the following additional functions:

Transports inmates to court, medical facilities, work details, other prisons (in or out of county), or law enforcement facilities, or other locations as assigned; monitors behavior and activities of inmates on a continual basis during transport activities.

Serves as Court Officer; maintains a security presence in the courtroom to ensure safety of court personnel, prevent disturbances of court proceedings, and prevent potential violence or use of weapons; maintains continuous surveillance of courtroom; responds to violence, erratic behavior, alarms, or other unusual situations; intervenes in physical confrontations; escorts defendants, prisoners, or other individuals within the building as needed.

Arrests individuals in courtroom upon Judge's order or warrant; arrests probation violators, parole violators, individuals involved in unlawful activities, and individuals who turn themselves in to the Sheriff's Department on warrants.

May make fingerprint and photographic records of incoming inmates; may prepare and complete fingerprint cards.

Transports documentation, bank deposits, and other materials.

May serve civil or criminal warrants, work funeral runs, work hospital duty, and provide motorist assistance for the general public.

Provides protection for judges, attorneys, clients, witnesses, jurors, or other participants in court proceedings; provides security for sequestered juries; coordinates hotel accommodations for sequestered jurors as needed.

Serves as Judge's Court Officer in civil, circuit, and juvenile courts as requested; provides information to all judicial personnel as needed, including judges, district attorneys, attorneys, public defenders, and clerk personnel.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Conducts various errands as assigned, such as transporting individuals, transporting legal/court documentation, transporting bank transactions, transporting laboratory materials, or other errands.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by completion of basic jailer training program; supplemented by 6 months previous experience and/or training involving law enforcement, security, or corrections/detention center work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Basic Jail Certification, Chemical Weapons Certification, ASP Tactical Baton Certification, and CPR Certification. May require possession and maintenance of valid Firearms Certification. Assignment to transportation duties requires possession and maintenance of a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature Supervisor's Signature

Date Date