



YUMA COUNTY

RECRUITMENT ANNOUNCEMENT

Position: Detention Officer
Department: Sheriff's Office
Classification: Non-Exempt, Eligible for overtime compensation
Salary: \$24.13 - \$27.97 / hr. D.O.Q.
Grade: 201
Close Date: Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK: Under general supervision, performs security work of moderate difficulty in the supervision, transportation, care, and welfare of inmates. This position has department specific responsibility.

EXPERIENCE & EDUCATION: High School Diploma or GED equivalent. Must successfully complete a minimum of 320 hours of correctional training.

SPECIAL REQUIREMENTS: Required to successfully complete a background check, polygraph, psychological, physical or drug test prior to appointment; must possess and maintain a valid driver's license.

****NOTE TO APPLICANTS****

If selected for testing, applicants will be notified by telephone and/or by mail of testing date, time and location. Please do not arrive more than 30 minutes prior. Testing will begin promptly at the time indicated.

**ANY APPLICANT WHO IS LATE WILL NOT BE ALLOWED TO PARTICIPATE
IN THE TESTING PROCESS**

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

****NOTE****

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:

Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364

Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090

Website: www.yumacountyaz.gov

See Reverse Side For More Information

DETENTION OFFICER

EXAMPLES OF WORK: *(Illustrative Only)* Controls and supervises the movement and activities of inmates; supervises visitations; maintains the safety and physical security of the facility, staff, inmates and visitors; conducts continual visual surveillance, security walks, head counts, and inmate cell searches; inspects the living conditions within the housing units for sanitation compliance; interviews and classifies inmates for assignment to correct security level; enforces discipline; serves meals to inmates; transports inmates to court hearings, health care providers, and to other facilities; coordinates with other agencies for extraditions; interviews inmates for any medical conditions and for investigations; participates in the investigation and compilation of information regarding inmate grievances and hearings; manages housing units; responds to and manages emergencies, life-threatening, and hazardous situations; restrains combative, suicidal, or mentally disturbed inmates; determines inmates are ill or injured and obtains medical attention; cleans jail cells, as necessary; prepares and maintains chronological logs and records of facility and inmate activity; distributes and collects all incoming and outgoing mail; disseminates court paperwork to appropriate areas; prepares bond receipts and collects bonds; operates computer terminal to retrieve inmate information; operates electronic surveillance equipment, fingerprint equipment, radio communications equipment, and office equipment; compiles detention statistics and computer data; administers first aid procedures, cardiopulmonary resuscitation (CPR), and automated external defibrillation (AED); may testify in court proceedings; conducts inventories of detention supplies and commodities; may be required to be weapons proficient with issued firearm, if assigned to Outer Transport; performs routine clerical duties; maintains appropriate security and confidentiality of all information and material encountered in the performance of his/her duties; regular and reliable attendance; performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: County policies and procedures; Federal, state, and county laws related to inmates; Sheriff's Office Detention facility policies and procedures; court procedures, documentation, and legal terminology as it applies to a detention facility; behavior patterns of incarcerated persons, techniques of detainee control, search and transportation procedures, discipline and restraint protocols, and grievance procedures; human behavior and various social, economic, and cultural backgrounds; First Aid procedures, Bloodborne pathogens; and hazardous materials, conditions and devices; business English, spelling, and arithmetic.

Skills in: supervising activities; preparing clear, comprehensive, and accurate reports and observations; interpreting and applying laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interviewing and dealing impartially with people of different social, economic, and ethnic backgrounds; responding to emergencies and stressful situations calmly, quickly, and decisively; the use of firearms, motor vehicles and other law enforcement equipment; administering first aid, cardio-pulmonary resuscitation (CPR), and automated external defibrillation (AED); operating computerized technology and job-related software applications.

Ability to: read, learn, understand, apply and follow rules, regulations, instructions, and Detention practices and procedures; give and receive orders and to work as a team member in a structured working environment; direct the activities of inmates; recognize unusual medical, physical or mental conditions of inmates; deal physically and/or verbally with uncooperative, distraught, or hostile individuals; comprehend, retain and recall factual information; write reports, complete forms, and accurate documentation concerning inmates' activities; operate a computer terminal and related software, motor vehicles, firearms, communication and law enforcement equipment; to react quickly and effectively to physical confrontations and emergency situations; to perform multiple physical tasks simultaneously.

DETENTION OFFICER

Ability to (cont.): establish and maintain effective working relationships with supervisors, employees, other agencies, and the public; communicate clearly, both verbally and in writing; -work rotating shifts, weekends, and holidays; perform the essential functions of the job specifications with or without a reasonable accommodation.

Specialty Assignments:

An employee in this class series may receive work assignments in any or all of the following: processing, field training, master control, recruit training officer, and/or special management unit. Employees assigned to specialty units perform additional duties, and are required to have additional knowledge, skills, and abilities. In addition, employees must be able to obtain and maintain certain certifications and clearances. Employees assigned to specialty units must be off probation, and may have to successfully pass an oral board interview and/or other relevant testing. Employees are eligible to receive specialty pay when assigned for a period of time. Once an employee is removed from the specialty duty, the employee is no longer eligible for the specialty pay.

Processing

Verifies the accuracy of intake documentation presented by law enforcement officers; receives, stores, and issues receipt of inmate's personal property and cash; conducts inmate pat searches and unclothed body searches for contraband or weapons; photographs and fingerprints inmates; creates identification cards; observes new inmates for mental or physical distress, and notifies medical staff of any red flags; releases inmates and property in accordance with policy and procedure.

Knowledge, Skills, and Abilities: Knowledge of principles of receiving, processing, storing, and inventorying inmate property; methods and techniques in conducting pat searches and unclothed body searches for new inmates; IRIS scanner; metal detector. Skill in rolling inmate fingerprints utilizing Dataworks Plus - Livescan; reading and interpreting arrest documents, court orders, inmate records, and New World Corrections software. Ability to maintain awareness of new inmates for mental or physical distress; determine when to initiate suicide protocol on an inmate.

Field Training

Observes, supervises, and mentors detention officers in training; instructs and evaluates detention officers regarding Sheriff's Office policies and procedures, unit managing, and surveillance walks; conducts daily performance evaluations highlighting accomplishments and deficiencies; completes end of phase evaluations with recommendations for continuation or additional training; devises detailed plan for additional training to correct deficiencies; conducts 6 minute trainings before shift; instructs courses at the Detention Officer Academy.

Knowledge, Skills, and Abilities: Knowledge of methods, practices, and techniques of instruction and evaluation; Sheriff's Office Field Training Manual. Skill in mentoring, motivating, leading, and supervising detention officers; provide clear and concise instruction. Ability to provide conventional instruction, as well as innovative and practical training techniques; provide constructive criticism.

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DETENTION OFFICER

Master Control

Maintains status and vigilant surveillance of entire Detention Facility through cameras, intercom system, and radio traffic; remotely operates electrical security doors; maintains inmate counts for individual units and facility; tracks and maintains inmate movement, to include, courts, work details, visits, etc.; initiates outside emergency response; controls the issuing and logging special keys.

Knowledge, Skills, and Abilities: Knowledge of Motorola Elite Dispatch Radio System; detention facility and courts control panel. Skill in prioritizing incoming information; communicating clearly and concisely and relaying details accurately. Ability to maintain emotional control and work effectively during emergencies/crisis situations or extremely stressful situations; view cameras and computer screens for prolonged periods of time.

Recruitment Training Officer

Oversees, evaluates, and coordinates the daily recruit activities at the College Detention Officer Training Academy; instructs classes per Sheriff's Office Detention Officer curriculum; assists in the design, development, implementation, and evaluation of jail procedures; assists in preparation of curriculum materials, and program/course evaluation; mentors and provides support to cadets.

Knowledge, Skills, and Abilities: Knowledge of methods, practices, and techniques of instruction and evaluation; Sheriff's Office Detention Officer physical and teaching requirements. Skill in mentoring, motivating, leading, and supervising recruits; provide clear and concise instruction. Ability to provide conventional instruction, as well as innovative and practical training techniques; provide constructive criticism.

Special Management Unit (SMU)

Provide care, custody, and control of inmates that present unique and high level of security and management concerns; ensures doors and sliders are opened/closed according to Sheriff's Office security procedures in order to prevent conflicts with inmates; ensures video and audio recording of all inmate activities prior to and after wicket is open/closed; cleans prisoner rooms on a daily basis; manages detailed disciplinary procedures and restrictions imposed on inmates.

Knowledge, Skills, and Abilities: Knowledge of management of high risk inmates; restraint directives for SMU inmates. Skill in preparing complex, detailed incident reports; utilizing hand signals to communicate with control officer; dealing with inmates with unpredictable behavior, severe mental illness, high violent offenses, and are categorized as a security threat groups. Ability to maintain high level of awareness due to heightened security risk; complete mandatory Special Management Unit training.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Work is performed in a secure detention facility and in general office environment.
- Direct inmate contact.
- Work a variety of scheduled shifts, weekends and holidays, irregular hours and/or on-call status.
- Work in confined spaces for prolonged periods of time.

DETENTION OFFICER

WORK ENVIRONMENT/PHYSICAL DEMANDS (cont.):

- Frequent standing, walking, lifting, pushing/pulling, kneeling, crouching, bending, twisting, and climbing stairs.
- Stand and sit for long period of time.
- Physical agility to restrain inmates.
- Exposure to potentially hazardous, disabling and life-threatening situations.
- Exposure to communicable diseases, hazardous materials, and unpleasant odors.
- Wear required uniform articles and safety equipment for extended period of time.
- Lift and pull up to 165 pounds in emergency situations.
- Use and maintain proficiency with a variety of law enforcement tools including, firearms, baton, and other weapons.
- Visual and muscular dexterity to operate: a motor vehicle, computer equipment, surveillance equipment, and two-way radio maintaining constant vigilance to the surrounding area.
- Utilized two-way radio to hear and respond to: radio communications, voice instructions, and/or commands under a variety of working situations and background noise levels.
- Annual TB skin testing.
- Random urine analysis testing.

EOE/AA/ADA/M/F/V/D
DRUG FREE WORKPLACE

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