



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Detention Officer</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/>
	(Please check one)	
<b>REPORTS TO:</b> <u>Detention Sergeant</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/26</u>
<b>DEPARTMENT:</b> <u>Detention</u>	<b>JOB CODE:</b> <u>400</u>	

**SUMMARY:**

Under close supervision, observes and supervises detainees, mediates disputes and extracts detainees from cells, delivers meals and medications, and maintains the safety and security of the jail staff and detainees.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Conducts key counts for detention areas; performs detainee counts on a regularly scheduled basis; performs floor checks by entering different areas of the jail in order to ensure safety of both the detainees and facility; monitors fire, video, audio, and air handling systems to ensure proper functioning; performs outside perimeter checks.

Operates medical devices; responds to and triages medical emergencies; distributes meals to detainees; separates and restrains individuals; extracts and rescues detainees from cells; counsels and mediates detainees; responds to detainees’ requests and grievances; has direct detainee contact; conducts detainee pat down and strip searches.

Distributes and logs incoming and outgoing mail; accepts and records bail and fine payments; issues receipts and arranges for release of detainees; writes bonds and accepts payment for bonds; accepts and monitors personal property and money for detainees.

Transports detainees to and from court and medical appointments; maintains security and safety of detainees while outside of the jail facility; transports detainees to out of County courts and facilities; makes pickups from other correctional facilities; maintains and ensures the accuracy of all paperwork related to transport and transfer of detainees.

Assists with public, attorney, law enforcement officer, court personnel, and clergy activities; performs walk-in arrests of individuals possessing outstanding warrants; ensures detainees

receive regularly scheduled meals; provides clean clothes and hygienic products to detainees; distributes commissary items.

Assists with the detainee incentive program; retrieves information about previous shift's activities; attends staff and shift meetings; compiles and writes incident reports; prepares applications for warrant or on-view arrests; observes, documents, and repairs equipment.

Performs notable tasks and/or responsibilities (i.e. collateral assignments) above that which are required as part of the basic duties of a Control Room Officer.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of the principles and practices of correctional institutions.
2. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
3. Some knowledge of the criminal justice system in the State of Missouri.
4. Some knowledge of the court system in the State of Missouri.
5. Skill in interacting with people of different social, economic and ethnic backgrounds.
6. Skill in maintaining objectivity and confidentiality in dealing with detainees.
7. Skill in communicating with detainees and mediating difficult situations.
8. Skills in writing reports and correspondence.
9. Also responsible for the knowledge and skills required of a Control Room Officer, to include:
  - a. Good knowledge of the layout of the Boone County Jail (BCJ).
  - b. Good knowledge of the policies and practices of the BCJ.
  - c. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
  - d. Skills in communication with people under temporary or prolonged emotional distress.
  - e. Ability to communicate effectively and concisely, orally and in writing.
  - f. Skills in writing reports and correspondence.
  - g. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - h. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - i. Ability to deal professionally and courteously with the public and city and county officials.
  - j. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
  - k. Ability to monitor, both visually and auditorily, detainees.
  - l. Ability to receive and relay information accurately.
  - m. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.

**PHYSICAL DEMANDS:**

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions: perform multiple physical

tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons, as required; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

**WORK ENVIRONMENT:**

This position regularly operates in a professional environment and is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the officer may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the jail.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent;
- 18 years of age or older;
- Clear criminal record excluding minor traffic violations;
- Visual acuity of at least 20/200 correctable to 20/20 in both eyes;
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at the time of appointment.
- Demonstrated proficiency of the English language, to include:
  - grammar, punctuation, and spelling;
  - oral and written communication;
  - reading comprehension.
- Applicants must be able to meet the strenuous physical demands of jail management, operate keyboard equipment, enunciate with radio traffic, and exhibit exceptional verbal and written communication skills.
- No employee, while on duty, shall have visible body, facial or tongue piercing jewelry except for traditional ear piercings.

- Must be of good character, with no felony convictions or convictions for crimes involving moral turpitude.
- Must not have pending indictments or criminal convictions within the last two (2) years.
- Must pass a pre-employment drug screen as well as physical and psychological examinations.
- Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

The applicant must reside within Boone County, Missouri, or within those counties adjoining Boone County and within a 60-minute drive time from the applicant's residence to the Boone County Sheriff's Office within 30 days of beginning employment (start date) with the County.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*