

DETENTION OFFICER

DEFINITION: Under general supervision, performs work of routine difficulty with responsibility to provide care, monitor, and oversee custody of incarcerated persons at a correctional facility; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives and books prisoners in detention facility; classifies inmates according to sex, age, offense, and assigns to housing areas; stores prisoner's personal belongings or property; supervises and controls inmates behavior; patrols cell areas, corridors and other areas within facility; observes inmates' behavior; escorts and monitors inmate movement within the facility; supervises inmate activities and work programs; conducts head counts; releases prisoners after inspecting release documents and verifying information.

Conducts searches of inmates and inmates' property and cell; seizes contraband and weapons; stores inmate's personal belongings or property; maintains general security of facility; takes corrective action to stop escapes; restrains prisoners as needed to maintain order and protect life and property; transports inmates to courts, hospitals or clinics as required; monitors and observes inmates during visiting hours and meal times.

Responds to emergency situations within the facility; handles and corrects immediate problems; maintains fire safety; participates in testing for safety and security; evacuates prisoners as needed; administers first aid as required; maintains daily logs and activity reports as needed; attends in-service training and other required meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration.

Knowledge of the methods, practices and procedures used in the care and custody of inmates.

Knowledge of methods and techniques for maintaining control over inmates.

Knowledge of CPR and first aid.

Skill in maintaining composure under stressful or dangerous conditions.

Skill in maintaining accurate records.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and one (1) year public contact work; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certificates may be required upon employment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.