Job Description

Job Title:	Detention Officer	Classification:	Classified
Department:	Police	Grade:	140
Occupational Group:	Detention	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; supervises and monitors activities of inmates at the city's jail facility, including the booking and releasing of prisoners, accepting payment of bonds, housing, visitation, and transportation. Ensures security of the facility and safety of staff and inmates. Prevents escapes, controls behavior of inmates, protects inmates from self and others, and protects facility property.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential. Certain essential functions below are specific to the detention assignment.

1. Enforces facility policy and procedures for the proper operation of the facility in accordance with City policy, State standards, Police Department procedures, and other applicable regulations.
2. Treats inmates with dignity and respect, dealing with them fairly and firmly.
3. Supervises and controls movement of inmates and visitors.
4. Monitors inmate movement and activities within the housing unit, controls access and egress, assists inmates in organizing and adequately performing housekeeping activities consistent with policy and procedure.
5. Ensures policies and procedures for equipment, inmates, valuables, and bond money are followed.
6. Screens visitors to prevent unauthorized visitors; inspects and searches for contraband, drugs, weapons, etc.; observes behavior of inmates and visitors to ensure compliance with regulations.
7. Operates a motor vehicle in a safe manner and in compliance with operating instructions, standards, and State Motor Vehicle regulations.
8. Uses appropriate security and restraint equipment provided by the City in the correct and authorized manner to avoid escape, incident, or injury.
9. Reports incidents or problems to the Shift Supervisor, Jail Administrator, or Captain as appropriate.
10. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of detention facility management as it relates to the supervision and care of persons under institutionalized restraint; enforcing institutional rules firmly and fairly; detecting potential behavior problems of inmates; carrying out oral and written directions accurately; supervising activities of large groups of inmates; concepts of suicide prevention, classification, and separation; corrections law, rules, and regulations; principles and practices of supervision and training; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relations with staff and others; handling difficult interpersonal contacts; expressing oneself clearly and concisely, both orally and in writing; supervising the preparation of a variety of standard records and reports; applying appropriate techniques to problems and devising workable solutions; assigning, training, supervising, and evaluating the behaviors others; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: No prior work experience required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works indoors in a jail/detention facility. Requires frequent standing and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen, as well as for continuous observation of surroundings; hearing and speech to communicate in-person and over the radio and telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull when searching, transporting, and restraining inmates. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier, with the use of proper equipment or additional staff.

Employees work in jail facilities with controlled temperature conditions, constant noise, dust/mites, and some exposure to hazardous physical substances such as cleaning chemicals. Employees may be exposed to infectious diseases. Employees may interact with upset staff, inmates, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 18 years of age, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges. Must be able to work a variety of shifts; subject to call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	