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**Haralson County Sheriff’s Office**

**Classification Specification**

**Classification Title: Detention Officer**

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**SUMMARY**

The Detention Officer provides protection of life and property, daily operation of the Haralson County Sheriff’s Office Detention Center, control of inmate security and movement.

**PRIMARY DUTIES AND RESPONSIBILITIES**

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.

The duties and responsibilities of the Detention Officer include, but are not limited to the following:

Abides by written and verbal commands, instructions, and recommendations to personnel consistent with Haralson County Sheriff’s Office General Orders.

Appears in court to testify on cases or reports to assigned date/time when summoned for court.

Assures efficient performance of assigned staff operations.

Ensures the fair treatment of all personnel in accordance with federal and state laws concerning discrimination; documents all incidents or complaints of discrimination or harassment and notifies the proper chain of command so that appropriate corrective action can be taken.

Serves as a positive role model to motivate employees to achieve or exceed performance measures.

Reviews and forwards documents related to fugitive apprehension, warrants and mental patient transports.

Coordinates with other agencies, such as fire departments, city police departments, state patrol units, emergency medical personnel, and federal agencies during emergencies.

Accounts for gear and equipment issued.

Performs rescue functions within accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.

Inspects and maintains assigned uniform, weapons, and equipment.

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

Prepares or completes various forms, reports, correspondence, logs, incident reports, miscellaneous reports, evidence submission forms, or other documents.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to request for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, court officials, attorneys, victims, complainants, prisoners, suspects, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to detention center issues and activities; mediates disputes, provides information, researches problems, and initiates problem resolution.

Attends shift meetings, training session and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in training and continuing education activities; reads professional literature; maintains professional affiliations.

Provides command and control of inmates at the Haralson County Detention Center by the implementation of policies and procedures.

Assists in the daily operations of the Detention Center by conducting cell, cell block and perimeter inspections

Provides essential materials for inmate daily living such as clothing, sustenance and security, to include the monitoring of inmate daily life

Enters pertinent arrestee and judicial information into the assigned jail management system.

Collects fingerprint information and submits said information to the appropriate agencies.

Ensures proper housing classification of inmates according to Haralson County Sheriff’s Office SOP.

Commands and controls inmate movement inside and outside of the facility.

Assists departmental and outside agencies in coordinating inmate movement and assignments.

Coordinates the entry of court documents into records management system and ensures said documentation is entered into GCIC/NCIC as appropriate. Operates GCIC/NCIC systems as needed

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

High School diploma or GED. 18 years of age or older. Must successfully obtain and maintain valid Georgia P.O.S.T. Basic Jail Officer Certification. Must possess and maintain a valid Georgia driver’s license.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of rules, regulations, policies, and procedures and General Orders of the Haralson County Sheriff’s Office and of the Haralson County Personnel Management System.

Knowledge of or the ability to learn the geography of Haralson County and the location of important buildings and areas or the ability to quickly acquire this knowledge.

Knowledge of or ability to learn Haralson County Sheriff’s Office uniform patrol techniques and practices.

Skill in the use of firearms, restraining devices and other Haralson County Sheriff’s Office issued equipment.

Skill in the operation and maintenance of assigned patrol vehicle and equipment.

Ability to learn law enforcement methods, procedures, and techniques and to apply such knowledge to specific situations.

Ability to qualify with Haralson County Sheriff’s Office approved firearms.

Ability to work routinely under highly stressful conditions including life-threatening situations.

Ability to communicate effectively in the English language orally, electronically, and in writing. These abilities are frequently required to develop clear and comprehensive reports and to obtain information through oral interviews and interrogations. This includes the ability to read and comprehend instructions, Haralson County Sheriff’s Office correspondence, General Orders, and evidentiary documents; to apply discernment and understanding to carry out instructions.

Ability to appropriately respond to a variety of complex interpersonal matters and to take appropriate action based on facts and circumstances of the situation.

Must be able to react quickly and calmly under emergency conditions; exercise independent judgement; mentally recall conversations, observations, and impressions; and to make accurate descriptive observations of objects, events, and human behaviors in terms of physical characteristics.

Ability to deal professionally and fairly in interactions with the general public; to effectively communicate with the public; and to establish and maintain effective working relationships with co-workers, other County Departments and employees as well as with County officials.

Ability to think in term of long-range planning and operational planning for his/her assigned shift and for the Haralson County Sheriff’s Office.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving a few several variables in unusual situations. Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule from; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**CERTIFICATES, LICENSES, REGISTRATIONS**

High school education or equivalent; possession of a valid Georgia’s driver’s license (Class C) and a satisfactory Motor Vehicle Record (MVR); successful completion of the Basic Jail Officer Certification Course; successful completion of required in-service training each year.

**OTHER REQUIREMENTS**

Must be a citizen of the United States or legally qualified to work in the United States.

Must have no record of any felony criminal conviction.

**PHYSICAL DEMANDS**

Include tasks requiring the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing d balancing but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or puling of moderately heavy objects and materials (20-50 pounds) may occasionally involve heavier objects and materials (up to 100 pounds). Specific vision abilities required by this job include close vision, and distance vision.

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Frequently at crime site or nearby. The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Environmental Factors include performance of essential functions that may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, or falls.

**REQUIREMENTS INCLUDED IN THIS GENERAL ORDER MAY BE SUBJECT TO MODIFICATION WHEN NEEDED TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB. THIS MODIFICATION WILL BE AT THE DISCRETION OF THE CHIEF DEPUTY AND/OR THE SHERIFF.**

***HARALSON COUNTY, GEORGIA, 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.***