



ADULT DETENTION OFFICER

Job Code: Grade 10
Exempt: No
Department: Sheriff's Office
Reports To: Sergeant
Classification Type: Safety Sensitive
Primary Worksite Location: Sheriff's Office

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

- Regular and Reliable attendance required

GENERAL DESCRIPTION

Under the direct supervision of a Sergeant, the Adult Detention Officer is responsible for ensuring the safety and security of detainees housed within the detention facility. These detainees may include individuals charged with both felony and misdemeanor offenses. The duties of the Adult Detention Officer are carried out in accordance with federal, state, and local laws. The role requires collaboration across different divisions and departments within the Sheriff's Office and frequent interaction with external partners such as Circuit and District Courts, Public Defenders, Prosecuting Attorneys, and the public. In performing these duties, the Adult Detention Officer must demonstrate a strong sense of initiative, attention to detail, and the ability to complete tasks independently with minimal supervision.

To qualify for the position, candidates must meet specific certification requirements. Within a reasonable period after employment, the Adult Detention Officer must successfully complete the



WASHINGTON COUNTY

Job Description –Adult Detention Officer

state-certified 80-hour Jail Standards course and the 172-hour state-certified Detention Training Program. These programs are essential to ensure compliance with state regulations and to equip employees with the necessary skills to handle detainee management, maintain facility security, and uphold safety standards. If an employee is unable to meet these certification requirements within the specified timeframe, it may result in disqualification from the role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- One of the key responsibilities of the Adult Detention Officer is to process detainees as they enter the facility. This includes verifying arrest documentation, overseeing booking procedures, and ensuring all necessary steps—such as taking photographs, fingerprints, and obtaining DNA swabs—are completed. The Adult Detention Officer is also responsible for managing detainees' personal property, including securing any cash or valuable items they possess.
- Maintaining facility security is another primary duty. The Adult Detention Officer conducts regular inspections, searches detainees for contraband, supervises the cleaning of cells, manages detainee correspondence, and ensures accurate headcounts are maintained. These measures are critical to maintaining a secure environment and preventing any disruptions or potential threats.
- The Adult Detention Officer manages the daily activities of detainees within the facility, overseeing meal distribution, exercise routines, commissary access, and phone calls. The role involves ensuring that the detainees' basic needs are met and that they are treated in accordance with their legal rights.
- Ongoing training is a requirement to maintain necessary skills. The Adult Detention Officer participates in regular training on law enforcement techniques, self-defense, physical restraint, and the use of non-lethal control tactics such as Tasers and pepper spray. This ensures the officer is prepared to respond effectively to a wide range of situations.
- The Adult Detention Officer is also involved in overseeing detainees' medical care, scheduling evaluations, distributing medications, and monitoring detainees in quarantine. Additionally, they assist medical personnel during rounds to ensure that detainees receive appropriate care.
- Another essential function is monitoring facility operations from control rooms, where the Adult Detention Officer oversees emergency equipment and security camera systems.



WASHINGTON COUNTY

Job Description –Adult Detention Officer

Should technical malfunctions occur, the Adult Detention Officer is expected to address the issue to maintain security.

- The role also requires managing detainee behavior, including addressing disruptive actions, monitoring for escape attempts, and ensuring the overall safety of staff and detainees. This requires strong situational awareness and the ability to de-escalate potentially volatile situations.
- Administrative duties include maintaining accurate records, overseeing commissary inventory, and completing daily reports on detainee intakes, releases, and court schedules. These tasks ensure the facility operates smoothly and in compliance with legal and procedural standards.
- The Adult Detention Officer also plays a key role in coordinating the scheduling and transportation of detainees for court appearances. They must be prepared to testify in court proceedings, including Federal Court, if necessary.
- Additionally, the Adult Detention Officer handles significant amounts of money, often in excess of \$10,000 in cash bonds, ensuring secure handling and proper documentation.
- In representing the Sheriff's Office, the Adult Detention Officer must always uphold high ethical standards. Their conduct reflects the professionalism and values of the department. As such, they are expected to maintain a high degree of professionalism in all interactions.
- Other Duties: Perform additional tasks as assigned by supervisors.

QUALIFICATIONS

Education: High school diploma or GED equivalent. Completion of state-mandated certification programs.

Experience: Two years of related experience, with 1-6 months of management experience, or an equivalent combination of education and experience.

Skills and Abilities: Strong written and verbal communication skills, ability to operate AFIS (Automated Fingerprint Identification System) and other relevant technology, understanding of state and federal laws, and proficiency in emergency response procedures.

Licensure: Valid Driver's License; must pass background checks, polygraph, credit history, and physical/mental evaluations within 30 days of employment.



WASHINGTON COUNTY
Job Description –Adult Detention Officer

Physical Demands: Must be able to lift 100 lbs. and perform physically demanding tasks under stress.

Working Conditions: Both indoor and outdoor environments, with potential exposure to hazardous conditions. Frequent shift work is required to include nights and weekends, on-call may be required. This position poses a risk of danger to the employee, due to the nature of job duties required.

OTHER SKILLS AND ABILITIES

The incumbent must demonstrate a high ethical standard, integrity, and professional conduct at all times. Must possess excellent problem-solving skills and be able to respond quickly and effectively to emergencies, must maintain a high degree of accuracy, a mistake could pose a serious security threat.

Disclaimer

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____