

**Pottawatomie County Public Safety Center**  
**Essential Functions Job Description**

**Classification:** Detention Officer- SAFETY SENSITIVE POSITION  
**Beginning Salary:** \$12.00 per hour  
**FLSA Status:** Non-Exempt  
**Reports to:** Detention Lieutenant, or his/her designee

**General Purpose:** Under direct and indirect supervision performs security work and safety-sensitive duties of routine difficulty in correctional facility for the direct care, custody and control of inmates; to include minimal clerical and data entry; performs related duties as required or assigned.

**Supervision Received:** Works under the immediate supervision of the Shift Sergeant; exercises direct supervision over inmates and those being internally transported to and from various locations.

**Essential Job Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability require. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties include the following, but other duties may be assigned:

- Controls and monitors physically, as well as visually and audibly, the movement and activities of inmates; including the protecting secured doors according to policy
- Observes conduct and behavior of inmates to prevent disturbances and escapes.
- Inspects housing areas including locks, windows, doors, etc. for tampering and security
- Searches individuals, inmates, pods, mail, objects capable of concealing contraband, and out door areas for contraband articles.
- Reads and comprehends legal and non-legal documents including the processing and distribution of documents to the proper division or person
- Performs crisis intervention functions; includes suicide prevention, recognizing abnormal behavior and implementing appropriate action according to policy
- Monitors and maintains radio transmission with officers on duty.
- Monitors and electronically operates all secured doors of assigned area, allowing only individuals who have properly identified their person in and out of area.
- Patrols physically and visually assigned area for evidence of forbidden activities, infraction of rules, and unsatisfactory behavior/attitude or adjustment of inmates. Reports observation to supervisor.
- Employs necessary physical force to maintain discipline and order among inmates according to policy, if necessary, including use of handcuffs and other restraints, use of hands and other approved devices in self defense
- Monitors pod activity on an hourly basis or more frequently if the inmate is a potential threat to themselves, others or staff.
- Answers calls received in assigned area according to policy; takes appropriate action required; transfers if necessary in the appropriate manner.

- Escorts inmates to and from bondroom, interview room, medical area, booking, and courtroom as needed or required.
- Maintains and prepares necessary reports and records.
- Maintains, distributes and collects all documents, forms, and paperwork for assigned area according to policy. This includes phone sheets, court items, grievances, etc.
- Use of facility jail management software via computer to maintain digital records, logs and reports including the input of necessary data and information. Documents all activities, including but not limited to incident reports, shift logs, sight checks, etc.
- Serves meals daily in a timely manner, provides intake hygiene products, and provides for all other daily needs of inmates in assigned area.
- Controls and maintains all assigned keys and other detention related
- Intake of official visitors, i.e. pastors, entering into the secured areas. Conducts search per policy of their person and items.
- Use of radios during site checks for proper log and recording
- Monitors "Pod Officer" movements and notifies appropriate staff of emergency situations. This includes emergency situations that could affect the safety of the inmates in our direct care as well as officers and personnel.
- Performs pat down searches prior of inmates as required by policy; performs additional searches as required by law and policy.

**Peripheral Duties:** Performs related duties as required or assigned

**Desired Minimum Qualifications:** The successful applicant must be able to perform all of the essential job functions at a pace and level of performance consistent with the actual satisfactory job performance requirements. This requires a high level of physical ability to include vision, hearing, and speaking. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge, Skills and Abilities:**

- Knowledge of report preparation and record keeping; standard housekeeping practices; security procedures and practices, safety and direct care practices.
- Knowledge of modern office practices, methods, and computer equipment
- Knowledge and ability of proper search and restraint procedures, or ability to receive and retain training of these methods

**Ability to:**

- Deal impartially with individuals of various socioeconomic, ethnic, and cultural backgrounds
- Respond to emergencies calmly, quickly and decisively.
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with employees, other agencies and the public, including knowledge of principles and practices of dealing with the public
- Work in a locked, climate controlled, low-light environment, or bright, usually

- moderate noise level environment
- Analyze situations, detect problems and discern facts;
  - Maintain a neutral attitude toward inmates regardless of the reason of their detention;
  - Learn policy, procedures, functions and limitations of this position;
  - Learn, interpret and apply pertinent federal, state, and county laws, codes, regulations, policies and procedures
  - Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs
  - Deal in an effective, professional manner with the potential of hostility and verbal abuse, including the understanding of the possibility of physical aggression
  - Work a variety of shifts, including rotating shifts as needed or required
  - Ability to meet State of Oklahoma jail standards certification

**Minimum Qualifications:** High school diploma or G.E.D., as well as, any combination of education, training or experience which demonstrates the potential to perform the duties of the position; must possess and maintain a valid Oklahoma Driver's License; required to successfully complete one or all of the following drug testing, fingerprinting, psychological evaluation and a criminal background check prior to appointment.

**Tools and Equipment Used:** Touch screen, computer, radio, telephone, intercom system and other communication equipment; various general office tools and equipment; and associated detention/correction equipment as necessary such as handcuffs, leg irons, shackles, other restraint systems, security equipment requiring certification such as use of force items, i.e. pepper spray, taser

**Language Skills:** Ability to interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence Ability to speak effectively before groups and in one-on-one situations with inmates, officers and public

**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 detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations

**Certificates, Licenses, Registrations:** Must possess and maintain a current Oklahoma Driver's License. Obtain State of Oklahoma jailer certification; Be trained and certified in CPR; Taser and Pepper spray certification may be required

**Physical Demands:** The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to walk, sit and stand for extended periods of time; walk or run up stairs; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to taste or smell. The employee must occasionally lift and or move more than 50 pounds. The employee must be able to use physical force to subdue violent or aggressive inmates. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasional exposed to outside weather conditions. The employee may be exposed to unclothed inmates and may be exposed to body fluids and wastes. The employee may encounter diseased individuals and those individuals with communicable diseases. The employee may endure high stress and emergency situations. Employee may endure verbal and mental abuse when confronted with hostile views and opinions of individuals. The noise level in the work environment is usually moderate.

**Personal Characteristics:** Employees in this classification are required to uphold judgment of the law and they are exposed to certain temptations to show negative reinforcement, favoritism, corruption, or unlawful monetary gain; it is necessary that officers exhibit a history and characteristics of professionalism, honesty, and reliability, ability to manage personal finances, interpersonal skills, impartiality, and integrity.

**Section Guidelines:** Formal application, rating of education, skills and experience; oral interview(s) and reference check; fingerprinting, criminal history and drug test; job related test(s) including polygraph may be required.

Employees in this classification are frequently placed in a position of physical and mental stress; a history of mental or physical disability might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, fellow officers, or the public are at a substantial disadvantage in the hiring process.

**General:** The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the Pottawatomie County Public Safety Center and the employee and is subject to change by

Pottawatomie County Public Safety Center as the needs of the facility change and the requirements of the job change.