



## **Detention Corporal (2730)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 13

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to provide lead guidance and direction to Detention Officers on an assigned shift, to maintain security, safety, care, and control of inmates, detention facility, and facility equipment, and to supervise inmates in the County jail.

### **Typical Duties**

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; serves as shift supervisor in absence of the same; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Ensures the security and safety of the inmates: ensures that inmates are not injured by themselves or by other inmates; responds to alarms; conducts inmate and cell searches to remove contraband materials and weapons; and provides inmates with information regarding charges, bonding, attorneys, and personal interactions.

Receives/processes incoming inmates: explains jail rules, regulations and procedures; searches prisoners, conducts property inventory, and secures personal property; prepares in-processing documentation; makes photographs and fingerprint records; obtains Georgia Crime Information Center (GCIC) background reports; conducts book-in interviews; documents personal histories; and answers questions from prisoners.

Monitors and accounts for the inmates: monitors and ensures that all inmates are accounted for and are secured in their cells; conducts intermittent security checks inside and outside facility; conducts head counts; patrols control tower; and monitors video surveillance system.

Provides inmates with daily living needs: issues clothing and personal care items; performs inmate meal, commissary, and mail distribution; searches mail for contraband; oversees recreation activities and religious services; and oversees operation of cafeteria and laundry services.

Monitors inmate health status: monitors and conducts basic evaluations of health status; involves healthcare professionals as needed; and monitors inmates and medical staff while receiving health care, medication distribution, etc.

Transports inmates to different locations: transports or escorts inmates to different locations within the facility or to locations outside the facility.

Ensures the security and safety of facility staff and visitors: logs visitors upon arrival; monitors visitor access to facilities; conducts searches for contraband materials; and escorts visitors within the facility.

Performs reception duties: answers the phone and greets visitors; provides information and assistance regarding jail services, forms, inmates, or other issues; responds to routine questions, complaints, or requests for service; and initiates problem resolution.

Conducts release of prisoners per established procedures: prepares out-processing documentation; runs GCIC reports on inmates; and releases prisoners upon bonding out, for termination of cases, or for placement on probation.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by two years of experience in detention or jail operations and supervision of inmates; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Jail Officer Certification from Georgia Peace Officer Standards and Training Council.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), 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.*

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** 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.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, odors, wetness, humidity, rain, hazardous materials, traffic hazards, toxic agents, human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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