

TITLE: Detention Deputy

Jail/5

DEPARTMENT: Detention Center, Etowah County

JOB SUMMARY: This position is responsible for the security of detention center inmates, personnel, and facilities.

MAJOR DUTIES:

- o Conducts security and inmate welfare checks; conducts prisoner head counts.
- o Controls and inventories material and equipment; searches inmates and facility for contraband.
- o Conducts outside perimeter checks.
- o Participates in emergency drills.
- o Provides security for inmate work details.
- o Provides procedural and activity information to inmates; supervises inmate program activities; maintains inmate discipline.
- o Reviews and adjusts inmate classification and housing.
- o Maintains prisoner activity schedules; coordinate meal service; provides access to medical and dental care.
- o Ensures prisoners due process rights are upheld.
- o Provides laundry exchange and commissary services.
- o Participates in training programs.
- o Answers telephone and takes messages.
- o Responds to disturbances and medical emergencies.
- o Responds to mechanical or equipment failures.
- o Maintains inmate records.
- o Ensures that sanitation details are conducted.

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- o Provides clerical support for the inmate booking process as assigned: processes inmate booking reports and files; enters warrants; prepares court dockets; processes transport orders; enters sentencing orders; maintains inmate mental health records.
- o Performs the duties of a supply officer as assigned; oversees inmate property inventory and records as assigned.
- o Oversees central security control operations for the facility as assigned.
- o Manages the commissary as assigned; oversees the processing of incoming and outgoing mail as assigned.
- o Serves as a member of the Special Operations Detail as assigned.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern correctional policies, procedures, and practices.
- o Knowledge of county and department rules, regulations, policies, and procedures.
- o Knowledge of general law enforcement practices, policies, and procedures.
- o Knowledge of emergency procedures.
- o Skill in the completion of forms, records, and reports.
- o Skill in the comprehension and interpretation of department rules, regulations, policies, and procedures and of federal, state, and local laws.
- o Skill in public and interpersonal communication.

**SUPERVISORY CONTROLS:** The Lieutenant – Detention assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include federal, state, and local laws; Etowah County Detention Center policies and procedures; Department of Immigration Detention standards, and ACA guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

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**COMPLEXITY:** The work consists of related security duties. Potentially violent inmates contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide security for the county detention facility. Success in this position contributes to the safe and secure detention of prisoners.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, representatives of other law enforcement agencies, court personnel, other county employees, ministers, attorneys, inmates, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; to resolve problems; or to provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, walking, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, detention facility, or outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. Work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain certification by the Alabama Department of Corrections.