

Job Title: Detention Deputy

Job Summary: This position is responsible for a full range of duties in the safety and security of prisoners in and visitors to the Rockdale County Jail. Work includes supervision and control of detainees; enforcement of security rules, regulations and procedures; and, the provision of services and information to detainees. A detention deputy may hold the rank of Detention Deputy I, Detention Deputy II or Detention Deputy III, depending on qualifications.

Pay Grade: 19

FLSA: Non-Exempt

Major Duties:

- Maintains routine operations of the Jail and security of the jail; perimeter and exercise yard.
- Verifies all prisoners are accounted for; monitor prisoner's locations and activities.
- Operates the electronic video surveillance equipment.
- Collects, inventories and logs inmate property at booking.
- Screens all visitors during inmate visitation periods and inspects/approves property to be given to inmates.
- Updates jail docket to indicate bookings, releases and location of prisoners when not in the jail.
- Maintains log of visitors.
- Completes and maintains all arrest and booking reports on all prisoners and persons placed on bond.
- Places prisoners in an assigned jail cell and removes them for release or transportation.
- Arranges for escort to transport to other locations, if required.
- Completes forms necessary for bonds.
- Performs such tasks as fingerprinting and photographing of all arrested suspects prior to incarceration.
- Assures safety and health of prisoners.
- Monitors prisoner activity in jail cells.
- Assures prisoners receive meals.
- Escorts medical staff to deliver and dispense medications as prescribed by physician.
- Arranges for prisoner to be transported for medical care as needed.
- Administers intoximeter test to driving under the influence suspects.
- Supervises inmate workforce in the routine and regular cleaning, sanitizing, sweeping, mopping and vacuuming of floors and the making of minor equipment and facility repairs.

Knowledge Required by the Position:

- Knowledge of federal, state and local laws pertaining to inmate sentencing, pretrial conditions and release.
- Knowledge of the policies and procedures established by the Rockdale County Sheriff's Office.
- Knowledge of policies and procedures covering inmate security, classification, care and discipline.
- Must have strong hand-eye coordination.
- Ability to move heavy objects by pushing or pulling.
- Ability to kneel, crouch or crawl through small spaces.
- Ability to exercise sound judgment in routine and emergency situations.
- Ability to receive and maintain CPR certification, Advanced First Aid certification and any other training as required.
- Ability to work in a hazardous and confining working environment.
- Ability to deal tactfully and firmly with inmates and with the general public.
- Ability to prepare and maintain records.
- Ability to maintain effective working relationships with other employees.
- Ability to understand and carry out oral and written orders.
- Ability to obtain Georgia Peace Officer Standard Training (P.O.S.T.) Council certification as a "Basic Jail Officer."
- Ability to see, including depth, color and texture perception.

Supervisory Controls: The bureau commander or his/her designee assigns work in terms of agency goals and objectives. The work is reviewed through reports and observation of activities.

Guidelines: Guidelines include applicable laws, ordinances, rules, regulations and standard operating procedures related to public safety communications and law enforcement standards. These guidelines require sound judgment and interpretation in application.

Personal Contacts: Contacts are typically with co-workers, inmates, business leaders, educators, attorneys, representatives of the judicial system, federal state and local law enforcement officers and the general public.

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Physical Demands: Work may be sedentary in the office environment and/or fieldwork may subject incumbent to extended periods of physical and mental exertion under highly stressful conditions. The person must be able to remain calm and think logically when defending himself/herself from imminent danger, apprehending suspects of crimes, etc. The individual must have correctable hearing, visual and speaking abilities to perform assigned duties. The person must be able to sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, controlled hand-arm posture or movement; push, pull or drag an adult (averaging 5'6", 160 pounds); lift and carry boxes of evidence (average 50 pounds); use force to restrain/subdue others; work efficiently for long periods of time.

Work Environment: Work is performed in a variety a secured jail facility, office and field, and may require exposure to dangerous and life-threatening situations. Employee must be willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays. Employee must be willing to work at any location in the County and travel on specific assignments; and comply with the agency's grooming standards and wear a uniform.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

- High school diploma or equivalent.
- Must be a United States citizen.
- Similar training or experience preferred.
- Equivalent combination of education and experience.
- Must have a valid State of Georgia Driver's license.

Position Content: *This position classification is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.*
