



RABUN COUNTY

Detention Officer
Sheriff's Department

SD/18

JOB SUMMARY

This position is responsible for assisting in the supervision of inmates in the County jail.

MAJOR DUTIES

- Monitors and observes inmates in the detention center; enforces rules.
- Conducts regular head counts and searches of inmates, their cells and property; conducts mail searches.
- Distributes medication and commissary goods to inmates.
- Transports inmates to and from facilities, health care providers, and courts.
- Assists in serving meals to inmates.
- Records regular logs; files incident reports.
- Processes and records inmates for jail entry or exit.
- Records and maintains crime information in GCIC database including including warrants, criminal histories, reports of stolen property, and bond paperwork.
- Researches crime information for coworkers and other law enforcement personnel as requested.
- Answers phone and radio communications; coordinates jail activities including visitation and transportation.
- Assists in processing fees for cash bonds, bond fees and public background checks.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state, and local laws.
- Knowledge of law enforcement code of ethics and standards.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of computers and job related software programs.
- Knowledge of self defense mechanisms and general safety techniques.
- Skill in operating job related equipment such as firearms and restraint equipment.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Sergeant – Jail 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 County policies and procedures, Department standard operating procedures, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. Supervising potentially dangerous situations contribute to the complexity of the situation.
- The purpose of this position is to assist in supervising inmates in the detention center. Successful performance helps ensure a safe and secure detention center and the enforcement of federal, state, and local laws.

CONTACTS

- Contacts are typically with co-workers, other County employees and agencies, other law enforcement representatives, inmates, and members of the general public.
- Contacts are typically to provide services or to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, distinguishes between shades of color and utilizes sense of smell.
- The work is typically performed in the detention center and exposes the employee to noise, contagious or infectious diseases or irritating chemicals, and requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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.
- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.