GILA COUNTY SHERIFF'S OFFICE

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

REVISED: JUNE 27, 2016
OPEN UNTIL FILLED

DEPARTMENT: **SHERIFF'S OFFICE** **POSITION:** **PART-TIME DETENTION OFFICER**

LOCATION: **GLOBE** **JOB CODE:** **16-053**

PLEASE USE DETENTION OFFICER APPLICATION

HOURLY SALARY: **$15.21-$16.35 DOE**

PURPOSE OF THE JOB

The purpose of this position is to provide care, custody, and control of inmates, ensuring the safety and security of inmates, other officers, the facility, and the public.

This position monitors inmates' behavior and the facility to ensure safety, taking steps to avoid violence and violation of rules. The role provides for inmates' physical care, supplying food and materials as well as transport to health appointments. Other duties involve processing bookings, releases, reclassifications and maintaining detainees' property and paperwork; and ensuring detention facilities are kept sanitary and in good working order.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Observes inmates for rule violations and behavioral changes; maintains appropriate use-of-force continuum as needed for self-defense or defense of another.	25%
• Schedules, supervises, and controls inmate activities and maintains discipline; diffuses potentially violent situations; may physically restrain uncooperative or disruptive inmates and take steps to avert fights, assaults, riots, and escapes; and physically escorts inmates outside facility.	25%
• Supervises safety and security of staff, inmates, visitors, and detention facilities; promotes acceptable attitudes and monitors behavior of inmates.	20%
• Performs constant inspections of all detention facility areas; assures all areas of facility are safe, secure, sanitary, and free of contraband.	10%
• Provides care for inmates; dispenses and oversees meals; administers medications and oversees inmate hygiene and showers; schedules medical, counseling, personal, and other appointments; schedules transportation for appointments and visits outside of facility; and transports, documents, and arranges transport for inmates and ensures inmates attend all Court appearances.	5%
• Conducts booking of inmates, completing required forms; searches, examines, and tests inmates according to policies; collects and inventories inmate property; and maintains inmate property, financial, and corrections records.	5%
• Processes authorized release of detainees; returns all property to inmates upon their release and notifies victims; verifies documentation for completeness and accuracy before releasing inmates; and files and distributes records to appropriate divisions within county.	5%
• Updates and maintains a variety of files, records, event logs, charts, and other documents; maintains appropriate records and prepares reports, as required.	5%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries and negotiates and persuades.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, reports and emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Six (6) months previous experience required, one (1) or two (2) years directly related experience preferred.

PROFESSIONAL CREDENTIALS REQUIRED

Within one year of hire, must complete the detention officer basic course presented by the Arizona Detention Academy. Must pass semi-annual firearms course with assigned duty firearms, must maintain certification in CPR and other duty specific equipment and weapons.

KNOWLEDGE REQUIRED

First Aid, CPR, or Lifeguard Procedures, Training, Public Safety & Security, Transportation, Law Enforcement, Emergency Management Procedures. English language and composition, federal, state, local laws, regulations, statutes, law enforcement, or lifeguard procedures and defensive tactics.

SKILLS REQUIRED

Skills in effective negotiation, persuasion; analyzing complex detention issues, and developing solutions; interpreting laws and regulations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; interacting with people of different social, economic, and ethnic backgrounds.

ABILITIES REQUIRED

The ability to communicate verbally and in writing; ability to make independent judgment and initiative to carry out the workload; ability to multi-task, maintain mental response and quickness, and maintain calm demeanor in stressful situations.

Ability to assign, supervise and evaluate the work of others; communicate with inmates, mediate difficult situations, and use effective custody and control procedures; escort prisoners to and from outside jail facilities, to and from court and other appointments; operate a personal computer and specialized software applications; care, maintain and safely operate a variety of weapons, impact weapons, handcuffs and waist chains, special locks and keys, and chemical agents; remain alert at all times and react quickly and calmly in emergency situations.

PHYSICAL DEMANDS

- Constantly stands to perform public safety duties, attend to watchmen duties, to attend to customers.
- Constantly sits to complete report and to operate computers.
- Constantly lifts under 10 lbs., Regularly lifts up to 25 lbs., Rarely lifts over 75 lbs.
- Constantly requires dexterity for peacekeeping tools, for keyboard operation.
- Constantly walks to and from worksites, bends to reach and grab; occasionally kneels or twists.

WORK ENVIRONMENT

Work is performed in a jail environment and correctional facilities; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and potential exposure to hazardous, uncontrollable and life threatening situations; requires physical ability to subdue hostile individuals; and must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

SAFETY RISK EXPOSURE

Incumbents in this position are generally exposed to occasional telephone verbal abuse by customers or citizens. Incumbents may become exposed to physical danger, mechanical hazards, chemical hazards, electrical hazards, blood-borne pathogen, communicable diseases, fire hazards, extreme temperature, wetness and humidity.

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PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May be required to constantly use safety equipment, and compliance devices.

CONSEQUENCES OF ERROR

Potential errors can legal ramifications, loss of funding, loss of organization's credibility.

SECURITY REQUIREMENTS

Incumbents in this position are required to be U.S. citizens with zero felony convictions.

Incumbents are required to have an unrestricted Arizona driver's license upon appointment.

All incumbents in this position are subject to complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed.

PHYSICAL FITNESS REQUIREMENTS

Incumbents are required to maintain a level of physical fitness to meet Department standards.

SPECIFIC EMPLOYMENT CONDITIONS

Incumbents in this position must have an unrestricted Arizona driver's license upon appointment and must be a US citizen.

Prior to employment, incumbents must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed.

Must pass certification requirements for Detention Officers, such as basic course presented by the Arizona Detention Academy; may be required to obtain additional specific skills training and technical certifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.