

## JOB DESCRIPTION

JOB TITLE: DETENTION OFFICER  
REPORTS TO: SHIFT SUPERVISOR  
DEPARTMENT: SHERIFF  
DIVISION: DETENTION CENTER

ORIGIN DATE: MAR 1995  
REVISION DATE: DEC 2017  
DEPARTMENT NO: 10-20

**JOB SUMMARY:**

This is a full time non-exempt position. Performs assigned duties to assure efficient and lawful operation of the Detention Center.

**PRIMARY DUTIES:**

1. The officers will process incoming and outgoing prisoners.
2. The officers will transport inmates to court, medical appointments and other law enforcement facilities. Transport will be on foot, by auto or if necessary by ambulance. The officers are also responsible for moving inmates to other assigned areas to meet with attorneys, law enforcement officers, and for religious services or Alcoholics Anonymous groups. Officers are responsible for applying appropriate restraints during transport and for maintaining proper supervision.
3. The officers will allow prisoners access to the telephone at specified times to make out-going calls. Prisoners will be allowed access to the Center's library including requested legal materials. This includes accepting written requests for legal assistance and delivering to the Clerk for distribution to attorneys.
4. Maintain a daily log of all activities within the Center including visits by the public, relatives of inmates, attorneys and Court Services personnel.
5. Maintain the safety of the staff and the residents of the facility. All incoming property will be searched for the presence of weapons and contraband. Inspect cells as necessary to search for weapons and contraband.
6. Supervise all inmate visitations from professionals or authorized visitors and conduct searches and log all incoming property intended for prisoners.
7. Contact medical personnel as needed following observation of prisoner health complaints. EMT's or an ambulance may be summoned for emergency situations. Appointments will be made for non-emergency situations. Assure proper medication for prisoner prescribed medications, disperse as directed and keep a log.
8. Distribute prisoner requested writing material and stamp according to policy. Pick up outgoing mail and deliver to the Clerk for mailing or pickup.
9. Maintain cleanliness and order in the facility. Collect trash following meals. Wash laundry from the facility and inmate's personal laundry. Disperse personal hygiene items to the prisoners.
10. Maintain personal knowledge of all inmates and assure that they are accounted for and in their proper location.
11. Advise the Food Supervisor of the prisoner count and serve three meals each day. Note any special dietary needs of any prisoner.
12. Act as Deputy Clerk for the District Court by completing bond forms. Serve warrants as needed on prisoners in court or at the Center. Assist Deputies, Dispatchers and Juvenile Attenders with the fulfillment of their duties.

13. Show up for work on a regular and predictable basis as scheduled.

**INTERMITTENT DUTIES:**

1. May be required to attend training sessions or seminars.
2. May be assigned additional duties on a temporary or emergency basis.
3. May be assigned as a shift leader.

**BASIC REQUIREMENTS:**

1. **Experience:** None.
2. **Education:** High school diploma, G.E.D. or equivalent required. Two years post-secondary education leading to an Associate Degree preferred.
3. **Knowledge:** Acquire knowledge of statutory requirements pertaining to this job. Must have ability to receive, interpret and follow verbal and written instructions.
4. **Skills:** Operate motor vehicle (requires valid class C driver's license), two-way radio, calculator and other law enforcement equipment.
5. **Problem Solving:** Frequent situations arise in this job.
6. **Decision Making:** Frequent situations arise ranging from following established policies and procedures to life threatening.
7. **Supervisory:** Moderate when assigned to back up Supervisor or perform as a shift leader.
8. **Financial/Budgetary Accountability:** Moderate. Handles inmate funds and property. Budgetary – None.
9. **Interpersonal:** Intense level of contact with inmates, moderate contact with department personnel and other County offices. Frequent public and professional contacts.
10. **Language Skills:** Must be able to read write and speak English fluently, ability to speak second language helpful.
11. **Working Conditions:** Facilities are current State of the Art. May be exposed to some weather elements and life threatening situations.
12. **Physical Requirements:** Must be able to experience short periods off very high intensity of physical exertion. Must be able to pass physical and psychological examination. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.

Employees hired after October 1, 2017:

Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LAW ENFORCEMENT and DETENTION OFFICERS:

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 130 maximum pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 86 maximum pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 43 maximum pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 107.
5. Employee's position requires pulling a maximum force of 107.

SAFE LIFTING CRITERIA:

- Floor to knuckle: 100 lbs
- 12" to knuckle: 117.5 lbs
- Knuckle to shoulder: N/A
- Shoulder to overhead: N/A
- Carry: 100
- Push: 100 lbs force (sled + 235 lbs)
- Pull: 100 lbs force (sled + 235 lbs)

*By signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation. I understand that being dishonest about the abovementioned can lead to disciplinary procedures up to and including termination.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_