

## Job Description

### DETENTION OFFICER

**Entry Level Salary:** Dependent upon experience

**Education Requirement:** High School Diploma

**Job Requirements:** This job requires considerable physical exertion at times and employees must be able to lift objects in excess of 74 pounds as well as complete a variety of tasks involving stooping, bending, and climbing. There are risks associated due to the environment of working in a detention center around inmates.

**Training:** Preferred applicants would hold a certification as a Detention Officer certified through the North Carolina Sheriff's Training and Standards. However, certification can be obtained upon hiring if necessary. Therefore all detention officers must meet the minimum standards set forth by the Sheriff's Training and Standards.

**Overview:** Ensures that all inmates are secured and medical needs are met. Additionally ensures the safety and welfare of both detention officers and inmates are addressed according to rules and regulations.

#### **Essential Duties:**

- Visually check all inmates at designated times
- Perform additional checks on special needs inmates
- Perform inmate counts
- Perform laundry duties
- Process work release prisoners
- Process new inmates into the detention center
- Perform transportation of inmates
- Conduct cell and facility searches
- Maintain shift logs and other files
- Escort inmates to courts
- Assist with inmate visitations
- Other duties as assigned
- Work within a structured setting