



Anderson County, SC Job Description

DETENTION OFFICER			
Job Code	1455	Department #	5141
Pay Grade	104	Date Created	07/12/2021/CPP
FLSA Status	N	Date Revised	

GENERAL SUMMARY

Performs a variety of routine and specialized public safety work in the care and custody of prisoners. Maintains order and discipline among prisoners.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Books, fingerprints, photographs, searches, and releases prisoners.
- Operates cameras, computers, typewriters, and copy machines.
- Supervises inmates during work duties.
- Takes inventory of personal items of inmates and houses items during inmates to stay.
- Provides inmates with information on his/her records when requested.
- Maintains security and order in all areas inside and outside of the correctional or holding facility.
- Administers and supervises mealtime feeding, visitation, recreation, counseling, and work assigned to prisoners.
- Answers telephone calls and monitors jail access and egress. Performs security patrols.
- Works an assigned shift using judgment in deciding course of action, is expected to handle difficulties and emergencies.
- Carries out duties in conformance with Federal, State, and County laws and ordinances.
- Responds to emergency radio calls and investigates incidents, crimes, disturbances, disputes, fights, abuse of drugs, etc. among prisoners. Takes appropriate law enforcement action.
- Accompanies inmates to and from medical facilities.
- Dispenses medication to inmates as directed by supervisor.
- Prepares a variety of reports and records: medical reports, incident reports, inmate work roster, extradition waivers, and personal property of inmate's releases, weekend inmate sheet, and detainer forms.
- Must be 21 years or older at the time of employment.

Required Licenses or Certifications

- One (1) year of law enforcement experience.
- Certification by the SC Criminal Justice Academy or equivalent.
- Must possess, or be able to obtain by time of hire, a valid SC driver's license without record of suspension or revocation in any SC; Felony convictions and disqualifying criminal histories within the past seven years are not all.

Competencies for Successful Performance of Job Duties

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Skill in operating the tools and equipment listed. Patrol car (if duties include transport), radio, Chemical Mace, flashlight, leg irons, waist belt, handcuffs, first aid equipment.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations; ability to follow verbal and written instructions.

MINIMUM QUALIFICATIONS

Required Education and Experience

6 months+ training beyond High School

1 to 3 years experience

Management & Supervision SUPERVISION

RECEIVED:

Works under the direct supervision of the Shift Sergeant or Lieutenant.

SUPERVISION EXERCISED:

None

HUMAN COLLABORATION SKILLS

Advising interaction with moderate impact

FREEDOM TO ACT

General direction with moderate impact

TECHNICAL SKILLS

Moderate skills and advanced application

FISCAL RESPONSIBILITY

None

WORK ENVIRONMENT/CONDITIONS

Disagreeable conditions with frequent physical effort