



# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTION

### DETENTION OFFICER

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#### GENERAL PURPOSE

The purpose of this position is to perform a variety of routine and specialized public safety work in the care and custody of prisoners while maintaining order and discipline among prisoners.

#### SUPERVISION RECEIVED

Works under direct supervision of the Shift Sergeant or Lieutenant.

#### SUPERVISION EXERCISED

None

#### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Regular attendance is essential and necessary to perform the essential duties and responsibilities required.

Books, fingerprints, photographs, searches and releases prisoners.

Operates cameras, computers and copy machines.

Supervises inmates during work duties.

Takes inventory of personal items of inmates and houses items during inmates' stay.

Provides inmates with information on his/her personal 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 judgement in deciding course of action; being expected to handle difficult and emergency situations.



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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, etcetera, among prisoners. Takes appropriate law enforcement action.

Accompanies inmates to and from medical facilities.

Prepares a variety of reports and records: incident reports, inmate work roster, extradition waivers, personal property of inmates' releases, weekend inmate sheet, and detainer forms.

#### **PERIPHERAL DUTIES**

Coordinates activities with other officers or departments, as needed. Exchanges information with officers in other law enforcement agencies, as needed and assigned.

Maintains assigned equipment, supplies and facilities.

Maintains contact with public, court officials, and other County officials in the performance of operating activities.

Serves as a member of various employee committees.

Performs other related duties, as assigned.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED;

Must be a US Citizen;

Must be at least 21 years old;

Must possess, or be able to obtain by time of hire, a valid SC Driver's License with no history of suspension or revocation in any state;

Must pass a background investigation; and

Must pass a drug screen.



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#### **SPECIAL REQUIREMENTS**

Must obtain SC Criminal Justice Academy training certification;

Must attend 40 hours of in-service training every year;

Must successfully complete periodic training programs, both internal and external; and

Must be able to meet the agency's physical standards.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of modern law enforcement principles, procedures, techniques and equipment.

Skill in operating the tools and equipment listed below.

Ability to learn applicable laws, ordinances and agency rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgement in evaluating situations and in making decisions in emergency and non-emergency situations; ability to follow verbal and written instructions.

#### **TOOLS AND EQUIPMENT USED**

Radio, chemical spray, flashlight, leg irons, waist belt, handcuffs, and first aid equipment.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision corrected by the use of eyeglasses is satisfactory.



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**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Anderson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.