

**CHEROKEE COUNTY
JOB DESCRIPTION**

TITLE: DETENTION OFFICER

DEPARTMENT: SHERIFF'S OFFICE

FLSA: NON-EXEMPT

DIVISION: ADULT DETENTION CENTER

GRADE: IN ACCORDANCE WITH APPROVED COUNTY PAY PLAN

PREPARED BY: SHERIFF'S OFFICE OF ACCREDITATION

UPDATE: JAN. 2026

POSITION SUMMARY

Under general supervision by the shift supervisor, a person in this position ensures security and protects property of the facility, completes the admission process of inmates, prevents escapes, controls behavior of inmates, and protects inmates from each other. The incumbent must be diligent in maintaining an inmate count, overseeing the dispensing of medication, and be able to take personal property of inmates. The incumbent must also adhere to definite procedures established by the department to ensure that the inmates' constitutional rights are observed. A person in this position does not supervise other employees.

MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

ADMISSION:

Completes the admission forms of inmates being booked into the Adult Detention Center.
Searches incoming inmates, and records personal property taken from the inmate.
Fingerprints and photographs the inmates to establish identification.
Determines if medical care of the inmate is necessary.
Explains to inmates the rules and regulations of the facility and prepares inmates for population.

PERSONAL CARE:

Distributes meals to inmates at mealtime.
Calms, or takes other actions to calm, emotionally upset persons.
Ensures proper hygiene is maintained for all inmates through showers, cleaning of the unit and medical care.
Observes inmates' behavior to ensure an orderly and safe environment.
Administers First Aid and CPR to inmates or staff when necessary and when the security of the facility is not jeopardized.

Maintains a fair and professional attitude with inmates and staff from various social backgrounds.

SECURITY:

Checks cell doors and internal conditions at regular and irregular intervals to assure security, cell cleanliness, and inmate safety.

Conducts random searches of inmates and assigned secure areas.

Counts number of inmates at regular and irregular intervals to assure that all inmates are accounted for.

Views security monitors continuously to assure security and order in the cells.

Responds to emergency situations in the facility as required.

Operates security equipment such as restraining devices, chemical agents, two-way radios, and locking devices.

ADMINISTRATION:

Enforces inmate **rules** and regulations.

Maintains records of daily activities in assigned areas, inmate movements through the facility, disciplinary action recommended or imposed on inmates, and professional and family visitation.

Accepts grievances made by the inmates.

Prepares inmates for transportation to court on court days.

Reviews documents such as warrants, transfer papers, and teletype messages regarding inmates.

Reports all incidents or problems to the Shift Supervisor.

SUPERVISORY RESPONSIBILITIES:

Monitors behavior of inmates only. Does not supervise any personnel.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the departmental jail procedures and practices, and knowledge of the legal basis for the procedures.

Knowledge of the booking procedures and basic security practices.

Skill in recording accurate information on booking forms, etc.

Skill in taking and recording distinguishable fingerprints and photographs.

Skill in remaining calm in emotional situations when possibly receiving personal verbal abuse, and in calming inmates and visitors.

Ability to physically restrain or summons persons who can restrain violent inmates.

Ability to use sound judgment and to *act* quickly and effectively in emergency situations.

Ability to establish and maintain harmonious working relationships with other *staff* members, officials of other criminal justice agencies, and the general public.

Ability to maintain a fair and professional attitude with inmates from various social backgrounds.

Ability to communicate in English effectively both orally and in writing.

Physical capability to effectively use and operate various items of office related equipment, including a computer keyboard, calculator, copier, and fax machine.

Must have use of sensory skills in order to effectively communicate and interact with other *staff* members and the general public through use of the telephone and personal contact.

Must be physically capable of using security equipment (such as handcuffs, two-way radios, and locking devices) and life safety equipment (such as fire extinguishers and emergency air packs).
Physical ability to administer CPR.

DESIRABLE QUALIFICATIONS

Education and Experience

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for positions in this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

A valid Georgia vehicle operator's license.

Must complete Basic Jail Certification Course and all additional **ADC** training requirements when scheduled.

Certificates, Licenses and Registrations

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Knowledge of the booking procedures and basic security practices.

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Physical ability to administer CPR.

A valid Georgia vehicle operator's license.

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PHYSICAL DEMANDS

Physical: Continuous transporting up to 30 lbs.; working outdoors. Frequent reaching at shoulder height; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; operate office equipment including use of computer keyboard; light grasp and finger control of radio and telephone; moderate grasp, reach and manipulation of steering wheel. Occasional walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist; lifting of items weighing from 11 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; reach, grasp, finger strength and manipulation to operate and use specialized law enforcement tools and equipment including firearms and handcuffs; and to verbally communicate to exchange information. Infrequent balancing above ground; lifting of items weighing from 11 to over 100 lbs. from chest to above shoulder level, either with or without assistance.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

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Approval:



9/25/2020

Sheriff

Date

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I acknowledge receipt of this job description.

Employee Signature

Date