



**2023 Saline County  
Sheriff - Detention Officer  
Job Description**

**Exempt:** No  
**Department:** Sheriff's Detention Center  
**Reports To:** Detention Corporal  
**Location:** 735 S Neeley St., Benton, AR 72015  
**Safety Sensitive:** This position is designated as safety sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

**GENERAL DESCRIPTION OF POSITION**

The Detention Deputy, an entry level position, must manage, regulate and proactively supervise inmate behavior by assessing inmate risk and needs, meet inmate basic needs, define and convey expectations for inmate behavior, and proactively supervise inmate activities to productively influence how they spend their time. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. Detention Officer works under the direction of the Detention Center Corporal and is responsible for receiving and dispatching routine information and processing and care of detainees

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts daily inspection and maintenance of housing units and facility to ensure proper security.
2. Performs security and direct supervision duties within inmate housing units to maintain custody and control the activities of inmates; remains constantly alert for prisoner disruptions such as escape planning, fighting, thefts, suicide attempts, and other prohibited activity.
3. Maintains a complete and accurate count of all inmates and their locations within the facility; conducts updated count of inmates and unit checks periodically throughout shift.
4. Orients inmates to housing units ensuring all inmates understand facility rules.
5. Maintains schedules for inmates allowing exercise times, meals, showering, class attendance, medical visits, unit cleaning, laundry exchange, mail delivery, and visitation at appropriate times; documents inmates; activities and movements within the facility.
6. Conducts surveillance, unit searches and shakedowns to locate and confiscate any fabricated weapons and contraband; inspects and inventories all cleaning products, tools, equipment, bedding, clothing, and medical equipment.
7. Prepares written incident reports documenting rule violations, offenses, or unusual events; testifies at disciplinary hearings and in court as needed.
8. Completes daily and weekly jail reports, inmate activity reports, incident reports, court lists, and correspondence with the courts; inputs information into computer system.
9. Responds to emergencies such as fights, hostage incidents, riots, and incidents involving aggressive and combative inmates; uses force in restraining inmates as needed.
10. Provides security for medical staff during distribution of medicine and physical examinations.

11. Receives and searches incoming inmates; reviews admission forms for completeness and accuracy before booking inmates; completes paperwork for admittance and enters inmate information into computer; fingerprints and photographs inmates; transmits fingerprints to other law enforcement agencies.
12. Performs required screenings, collection and inventory of property; ensures inmates are showered, dressed in issued clothing, and given unit supplies and identification badges.
13. Monitors facility operation within the central control room by the operation of technical equipment such as cameras, door lock controls, etc.
14. Supervises meal delivery and tray return; ensures inmates with special menus received correct tray; notes inmates refusing meals.
15. Ensures inmates with required court appearances are scheduled for transport.
16. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

- Jail Minimum Standards within 9 months from the date of hire.
- No felony convictions.
- Arkansas Driver's License (or ability to immediately obtain license).
- Must be able to pass a physical fitness test semi-annually
- Must be a U.S. citizen and be able to provide proof
- Complete mandated yearly classes as specified by the Commission on Law Enforcement and Training.
- Physical Readiness Testing: The Sheriff will authorize appropriate personnel to conduct physical readiness testing (PRT) of all deputies two (2) times in a calendar year. All Sworn deputies, to include detention deputies must perform the following:
  - Plank (no time requirements)
  - Pushups (no number of time requirements)
  - One (1) mile walk (no time requirements)

## **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potentially hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

## **ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds; regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies. The incumbent may be exposed to contagious and infectious diseases such as HIV virus, Hepatitis A, B and C and Tuberculosis.

This position is designated as a safety sensitive position as defined by Act 593 of 2017. An essential function is the ability to work in a constant state of alertness and in a safe manner.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or Chief Deputy or a designated representative and are subject to be changed when deemed in the best interest of the Sheriff's Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

**SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**