



## **DETENTION OFFICER**

**STATEMENT:** Under general supervision and definite operating procedures, a person in this position ensures the security and well being of individuals arrested for misdemeanor and felony crimes in the Acworth Detention Center.

**AUTHORITY AND RESPONSIBILITY:** The detention officer has the responsibility for the security of the detention center and managing various duties to ensure inmates are properly cared for while in custody.

**DUTIES:** The detention officer duties will consist of the following: Security of the detention facility, process and care for inmates (book-in, release, fingerprinting, searching inmates, feeding inmates, showering inmates, medical care, etc.) Adhere to departmental rules, regulations, policies and procedures. Adhere to federal, state and local laws except in the performance of official duties and then only with due care for the safety of others. Perform any and all other duties as required by the Chief of Police or competent authority. Assist any and all other officers as required in the performance of their duties.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of departmental rules, regulations, policies and procedures. Knowledge of arrest and booking procedures. Knowledge of federal, state and local laws and ordinances. Ability to work with and for the general public. Ability to exercise good judgment in evaluating situations and making sound decisions. Ability to prepare accurate and concise reports. Ability to observe and remember details of the observation. Ability to perform work requiring a good physical condition. Ability to physically and mentally perform all the duties required of all Certified Police Officers of the State of Georgia. Ability to stand for long periods of time. Ability to walk for long periods of time or for great distances. Ability to hear well enough to understand normal conversation without voices having to be raised or constant repeats. Ability to see properly or correctable to city/departmental requirements. Ability to speak in a normal voice or in a raised voice (yell) if it is necessary. Ability to use both hands and arms, legs and feet normally or without difficulty. Ability to speak, read, write and comprehend the English language without difficulty.

**TRAINING AND EXPERIENCE:** High school education or GED. Eighteen years (18) of age. Pass an Oral Interview Board. Pass a background investigation. Pass a medical exam. Pass a polygraph test. Pass a drug screening. Pass psychological screening.

**CERTIFICATION AND/OR LICENSE:** Be certified by Georgia Peace Officers Standards and Training Council either prior to employment or immediately after employment. Possess a valid Georgia driver's license. Pay Grade: \$14.43 – \$19.67

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