

GREENLEE COUNTY

CLASS CODE: Non-Exempt

DETENTION OFFICER

NATURE OF WORK

Under supervision of the Detention Sergeant, supervises inmates in the County Jail in accordance with established policies, and procedures. Performs related duties as required.

TYPICAL DUTIES

Processes inmates in and out of jail; insures necessary paperwork is completed; takes head counts; observes conduct and behavior of inmates to prevent disturbances and escapes. Patrols in and around the jail. Controls movements of inmates; observes and directs inmates in transit and during work assignments. Provides for the needs of the inmates. Coordinates visits of inmates. Insures inmates court appearances are scheduled. Fingerprints public upon request. Monitors all sections of the jail. Performs clerical duties and building custodial duties both inside and outside the jail. Receives calls on the telephone, understands teletype, and can operate radios as pertains to inmate transport.

QUALIFICATIONS

Desirable Education, Training and Experience: Certified through academy; previous Detention Officer and/or Corrections experience.

Desirable Knowledge, Abilities and Skills: Some knowledge of federal, state and local laws related to jail activities; social sciences as they relate to detention of prisoners; office practices and procedures; radio operations and codes. Ability to direct the activities of the prisoners; evaluate situations and make decisions, often in very stressful and difficult situations; establish and maintain effective working relationships with prisoners, co-workers, other agencies and the general public; take and transmit clear and concise messages using good English, diction and clarity; keep records; make routine reports; type various documents and correspondence; performs duties efficiently; communicate well orally and in writing. Skill in operation of radio, computer, and printer. Work shift work. Be in good physical condition. Must be able to qualify and maintain department weapons certification.

SPECIAL QUALIFICATIONS

Valid Arizona driver's license.



Greenlee County Sheriff's Office

Detention Officer Application Process Overview

The Detention Officer (DO) Application Process* consists of the following steps:

1. Physical Agility Testing
2. Written Exam
3. Oral Interview Board
4. Background Investigation
5. Polygraph Test
6. Must possess and maintain a valid Arizona Driver's License.

**Note, applicants with disabilities which may affect their ability to complete this process may direct requests for Reasonable Accommodation in the application and testing process to the Greenlee County Personnel Department for consideration.*

Applicants selected for **full time** Detention Officer Positions shall complete:

1. Detention Officer Academy with passing grade.
2. One year probationary period (successful completion of Detention Officer Academy required to complete probation period).
3. Probationary period drug screening (no notice drug screen within the first 6 months of employment). Refusal to test or "positive" test result will result in immediate termination of employment.

DETENTION OFFICER APPLICATION CRITERIA

NOTE TO THE APPLICANT: THE EXISTENCE OF ANY OF THE CONDITIONS LISTED BELOW MAY RESULT IN THE AUTOMATIC REJECTION FROM THE APPLICATION PROCESS. THESE AREAS WILL BE EXPLORED DURING THE BACKGROUND INVESTIGATION POLYGRAPH EXAM.

Drug Use:

1. Marijuana –Illegal use at any time in the past three (3) years.
2. Dangerous Drugs/Narcotics/Vaporous Substances – Illegal use at anytime within the past five (5) years. This includes, but is not limited to: narcotics, hashish, cocaine, crack, amphetamines/methamphetamines, barbiturates, opiates, anabolic steroids, LSD, PCP, psilocybin (magic) mushrooms, etc.
3. Peyote/ Mescaline - Illegal use as described above. (Exception- Bona fide religious ceremonies)
4. Heroin – Illegal use at any time.
5. Production, Cultivation or Transportation for Sale of illegal drugs at any time.

6. Abuse of prescription drugs.
7. Abuse of synthetic “designer drugs” (drugs that are created so as to avoid the provisions of existing drug laws that produce similar subjective effects to illegal recreational drugs).

Theft or Misappropriation of Property:

1. Any demonstrated pattern of habitual theft.
2. Any theft while serving in a position of trust.

Felony Convictions or any Conviction for Domestic Violence Involving Physical Violence:

1. Any felony or misdemeanor conviction for physical violence or illegal drug possession/use.

Fraud or Misrepresentation:

1. Any intentional attempt to practice any deception or fraud in the Employment Application, Testing Process, or any failure to properly complete the application.

Driving Record:

1. Any pattern or history of traffic violation(s) that would demonstrate inability to safely operate a county vehicle.

Disposition of Application Documents and Testing Results:

1. Applicants will only be informed of raw test scores. Applicants are not entitled to, and will not receive, copies of any testing materials such as scoring sheets and/or testing instruments completed by the applicant during this process.
2. No documents submitted by the applicant will be returned to the applicant following application process.
3. No documents, reports or information utilized for, or obtained, during the selection process will be furnished to the applicant.

APPLICANT PHYSICAL AGILITY TESTING CRITERIA - The criteria below reflect the minimum agility requirements by gender for DO applicants.

FEMALE CHART

Applicant Age	21-29 yrs	30-39 yrs	40-49 yrs	50-59 yrs	60+ yrs
Sit Ups (1 Minute)	24	20	14	10	3
Push Ups (1 Minute)	10	8	6	4	2
1.5 Mile Run	17:53 min.	19:01 min.	20:49 min.	22:53 min.	25:02 min.

MALE CHART

Applicant Age	21-29 yrs	30-39 yrs	40-49 yrs	50-59 yrs	60+ yrs
Sit Ups (1 Minute)	33	30	24	19	15
Push Ups (1 Minute)	22	17	11	9	6
1.5 Mile Run	15:14 min.	15:56 min.	16:09 min.	18:22 min.	21:34 min.