

DETENTION FACILITY GUARD LEADER

NATURE OF WORK IN THIS CLASS:

Leads and performs guard duties in the enforcement of rules and regulations for the protection of detainees while confined in the detention facility.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Leads subordinate guards engaged in the safeguard and protection of detainees from disorderly conduct, possession of contrabands and escape through enforcement of security and safety measures.

Conducts search and shake-down of detainees for contrabands; takes pictures and fingerprints for identification purposes; maintains visitor's logbook; searches visitors and parcels for contrabands; dispenses medicines to detainees as prescribed by physicians.

Keeps records of significant occurrences; submits incident reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to lead the work of others.

Ability to learn, interpret and apply laws, rules, policies and procedures enforceable in the detention facility.

Ability to maintain order, safety and discipline of detainees.

Ability to enforce rules and regulations with tact, firmness and impartiality.

Ability to think and act quickly and calmly during emergency situations.

Ability to conduct search and shake-down for contrabands.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use of firearms and physical defense techniques.

Skill in the safe operation of a motor vehicle may be required.

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MINIMUM EXPERIENCE AND TRAINING:

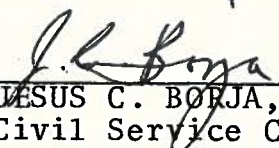
- a) Two years of experience in guard work, one year of experience as a Detention Facility Guard or equivalent work, and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: July, 1980

Pay Range: 22



JESUS C. BORJA, Executive Director
Civil Service Commission