

NATURE OF WORK IN THIS CLASS:

This is security work in the enforcement of rules and regulations for the protection of detainees in custody of the Department of Public Safety, pending disposition of the courts of law.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Maintains orderly conduct and safe custody and security of detainees in the detention facility.

Conducts search and shake-down of detainees returning from court, hospital and other appointments.

Applies security and safety measures to prevent escape; inspects the detention facility for safety and sanitary conditions and for the presence of contraband.

Stands watch in the detention facility office; makes regular and unscheduled detainee counts.

Enforces detention rules and regulations.

Supervises detainees assigned work detail within and outside the facility.

Maintains visitor's log book; searches visitors and parcels for contrabands.

Performs routine detention and booking procedures, such as taking pictures and fingerprints for identification purposes.

Dispenses medicine to detainees as prescribed by a physician.

Transports detainees to and from facility, court, hospital and other institutions as required.

Prepares reports and keeps records of all activities within the detention facility to include infractions of rules and regulations and unusual occurrences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to maintain order, safety, and discipline of detainees confined in the detention facility.

Ability to learn and enforce established regulations and other program requirements with firmness, tact and impartiality.

Ability to conduct search and shake-down for contrabands.

Ability to think and act quickly and calmly in emergencies.

Ability to work effectively with the public and employees.

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.

MINIMUM EXPERIENCE AND TRAINING:


- a) Two years of experience as a guard or related 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: 20



RONALD B. AGUON, Acting
Executive Director
Civil Service Commission