



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	910923014 910923015 910923016 910923017 910923018 910923019 910923020 910923021 910923022 910923023 910923024 910923025 910923026 910923027 910923028 910923029 910923030 910923031 910923032 910923033	Last Revised:	01/24/2018
Position Title:	Detention Officer	Department:	Detention Services
Reports to:	Detention Sergeant	Division:	Marshal Services

Primary Function: Reports to and receives assignments, instructions, and directions from Detention Sergeants, Jail Administrator, Captain, and Police Chief. Reads pass-on information from logs and other pertinent information received during briefing prior to the beginning of shift. Observes and monitors jail inmates for compliance with the rules and regulations of the facility in compliance with all state, federal, and tribal laws, rules and regulations. Take appropriate action to deter and report any behavior that is in violation of the policies and procedures. During the supervision of inmates in their cell, work assignment, meals, recreation or any other supervision of inmates the officer will maintain control in a professional and consistent manner in compliance all policies and rules as established. Officers will be required to book offenders, prepare logs, maintain records of jail activities, operate control room, and complete other duties as assigned.

Job Duties and Responsibilities: Complete intake of inmates into the Jail facility: duties include but are not limited to obtaining, verifying and input information in a record keeping data base, search of inmates for contraband, fingerprinting and photographing inmates, and advising the inmate of jail rules and policies, and preparing related documentation of these actions.
 Monitor and operate facility control room and all surveillance equipment, electronic doors, and other equipment.
 Observe and monitor inmates for compliance issues, adjustment difficulties, mental health or other management problems.
 Supervise inmates to ensure appropriate behavior during meals, recreation, in their cells, or other areas of the jail premises.
 Enter into cells for searches for contraband, tampering or destruction of the cell and inspect for sanitation and safety issues.
 Monitor and control jail visitation; to include verification of visitors, purpose of visit, and eligibility to receive visits.
 Prepare inmates for transfer, transport, or release from the facility. The officer is to conduct a search of all offenders being released from the facility.

- Education /Experience:**
- A high school diploma or GED required.
 - Must be able to obtain the North Carolina Detention Officer Certification or the Bureau of Indian Affairs Detention Officer Certification within the first year of employment.
 - Valid NC Driver's License required. Up to one year on the job training is required to

become proficient in most phases of the job. Specialized classroom and field training of 40 hours per year are deemed necessary to expand job knowledge and skills. Yearly physical fitness evaluations are made to ensure officers remain qualified to perform job duties.

Job Knowledge:	Have the ability to develop knowledge of the policies and standard operating procedures as directed by Cherokee Tribal Detention Center. Have the ability to work in a jail environment in a professional and pro-social manner when dealing with staff, inmates, and the general public.
Complexity of Duties:	Complete entry of all information in an accurate and timely manner.
Contact with Others:	Have daily contact with inmates, other staff, police officers, attorneys, and the general public.
Confidential Data:	Have access to inmate personal data to complete intake and to review other information as needed for the safety and security of inmates, staff, and the general public.
Mental /Visual /Physical Effort:	The duties require the ability to read, and understand information. Officers cannot work with mental health issues that would endanger inmates, other staff, the officer, or general public. The officer must have the physical ability to stand, walk, sit, kneel, crouch, reach, and lift. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.
Environment:	Must be able to work in a jail facility, working various shifts and schedules as needed, and complete initial Detention officer and on-going training.
Responsibility for Accuracy:	Complete entry of all information in an accurate and timely manner.
Resourcefulness & Initiative:	Be able to follow defined policies and procedures. Be able to work without constant supervision. Reflect appropriate judgment while performing the job in an accurate, efficient, pro-active and professional manner.
Responsibility for Safety /Equipment:	Responsible for monitoring the use of all equipment within the facility to ensure all safety precautions and training for the operation of the equipment are provided to the user. Be able to define policies and procedures for the safe use of equipment for staff and inmate in compliance with all state, federal, and tribal laws, rules and regulations.