



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Detention Service Officer	Job Code:	900100	Job Grade:	40
Reports To:	Watch Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Sheriff	Loc. Code:	Various	SIC Code:	9223
				WC Code:	7720
Division:	Detention Services Bureau	CS Code:	B-S	EEO Code:	D04

Summary of Functions: Provides supervision and control of inmates during booking, preliminary holdover, identification, confinement, recreation, visitation, release, and all other aspects of incarceration within a secure facility of the Dallas County jail system.

Management Scope: N/A

Duties and Responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Performs initial physical search, confiscation and inventory of all personal and unauthorized items, recording of personal and medical information, fingerprinting, taking of arrest photos and assuring inmates safety and security prior to processing into a housing unit or release on bond.		E
2. Handcuffs and removes specified inmates from holdover cells and escorts inmates to and from arraignments.		E
3. Classifies and compares fingerprints against computerized and hard copies of similar prints to establish the positive identification of each inmate.		E
4. Supervises the removal, bagging and storage of inmates' street clothes, issuance of jail clothing and bedding and the retrieval of street clothes and dressing of inmates for transfer to court or release from jail.		E
5. Supervises the authorized release and exchange of money and property to third parties outside the jail.		E
6. Monitors and controls inmates' behavior in holdover cells and housing unit cells and periodically conducts physical head counts.		E
7. Controls the operation of internal and external doors and elevators to maximize safety, security and inmate control		E
8. Supervises the serving of meals, laundering and exchange of clothing and bedding, as well as cleaning and sanitation within a secure facility.		E
9. Provides kitchen security during food preparation, transportation and cleanup.		E

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| 10. Escorts inmates to and from the law library, recreation facilities, religious services, visitation and other functions, and assures that all individuals seeking to see inmates have signed in and are authorized visitors. | E |
| 11. Searches inmates' incoming mail to identify, remove and document any contraband prior to delivering the mail. | E |
| 12. Operates fire, riot and other equipment required to rapidly respond to jail emergencies and conducts unannounced detailed searches of inmates' cells and other jail facilities to locate and seize contraband. | E |
| 13. Performs other duties as assigned. | N |
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Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited High School/GED program, or have twelve (12) hours from an accredited college or university with a grade "C" or better, and meet all other requirements listed on the current "Statement of Qualifications" sheet which must be signed by each job applicant.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must be at least 18 years of age. To start as a Detention Service Officer recruit, this position requires successful completion of a polygraph exam, psychological exam, and extensive background investigation. In order to become a full fledged Detention Service Officer, this position requires one year of experience as a jailer and the successful completion of a field training course and a course that includes instruction provided by the Dallas County on federal and state statutes that relate to employment management issues affecting jailers. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Must be able to obtain and maintain all State and Sheriff's Department Commissioning requirements.

Physical Requirements/Environmental Requirements:

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

Hay Points/Point Factor:

N/A

Supervisor Signature _____	Date _____
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Reviewed by Human Resources/Civil Service on _____	Date <u>9/2003; 11/2006</u>
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Approved by Civil Service Commission on _____	Date <u>10/20/03, 9/20/04; 11/20/06</u>
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This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.