

**EL PASO COUNTY
JOB DESCRIPTION**



DETENTION OFFICER TRAINEE
(Sheriff's Office)

Summary of Position

The Detention Officer Trainee works under regular supervision while training in detention officer duties in accordance with the mission, goals and objectives of the El Paso County Sheriff's Office and in compliance with governing federal, state and local laws.

Organizational Relationships

Reports to: Section Supervisor

Directs: Although this is a non-supervisory position the incumbent is required to direct inmates.

Other: Has frequent contact with other county employees, inmates, general public and other law enforcement agencies.

Essential Duties

Successfully performs physical and academic curriculum in a classroom/obstacle course setting to learn the duties of a Detention Officer position;

Commits self to providing excellent customer service and demonstrates commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

Other Important Duties*

Performs such other related duties as may be assigned.

Minimum Requirements: Knowledge, Skills, and Abilities

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Knowledge of: Computer literature, English usage, grammar, punctuation and spelling; techniques for effective interpersonal communications.

Skill/Ability to: have and maintain high ethical stands; maintain confidentiality of information; establish and maintain effective and cooperative working relationships with those contacted in the course of work, read and interpret documents such as department/division policy and procedures manual, inmate rules and regulations; learn to write routine reports and correspondence; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; apply common sense understanding to carry out instructions furnished in written, oral or diagram form; observe situations analytically and objectively, and record them clearly and completely; react quickly and calmly in emergencies; complete the El Paso County Sheriff's Office/Region VIII Training Academy (or equivalent upon approval of the Sheriff), including passing the Detention Officer licensing examination in compliance with the Texas Commission on Law Enforcement Officer Standards and Education in a reasonable timeframe. Speak effectively; Pass a background investigation.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence

Acceptable Experience and Education

High school graduate, or its equivalent.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

Must be at least 18 years of age, must meet the minimum training standards required by TCLEOSE and the El Paso County Sheriff's Office, must have a current and valid Texas driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel. The employee must talk and hear. The employee frequently is required to reach with hands and arms; sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, night vision and ability to adjust focus. Under training to become a certified Detention Officer, must use hands or feet in self-defense, use physical force to maintain order or protect life, physically place inmates in or remove inmates from cells, discharge chemical agent (pepper spray), use restraint devices (waist chains, leg irons, handcuffs, etc.) to control

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inmate, physically restrain violent inmates, break up a fight between inmates, run after fleeing prisoner, run up and/or down stairs; stand continuously for more than ½ of the work shift, subdue attacking prisoner, subdue prisoner resisting restraint, use weaponless defense tactics, tackle fleeing inmate, walk continuously for more than ½ of the work shift, drag immobile persons, grip persons tightly with hand to prevent their escape, crawl on hands and knees to avoid smoke, conduct maintenance inspection, etc., kneel to apply restraints, check supplies, etc., manually open electrical gates, doors, if the power is off.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud. It can be a very stressful environment with hazardous situations; must be tolerant of continuous radio, telephone, audio and voice communication; exposed to vulgar inmate language; confined spaces; successfully complete a comprehensive pre-employment psychological and medical examination prior to employment.

The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Job Location

Training Academy and surrounding areas to complete coursework

Equipment

- Computer
- Windows and Microsoft based products
- First Aid Kit, resuscitator (AED)
- Alarm Monitor
- Baton (night stick), riot baton, helmet, shield
- Body Armor (Hidden vest, exterior vest)
- Bolt Cutters
- Broom
- Business/city directory, public address equipment
- Crutches
- Camera, photographic video camera, Polaroid, closed circuit television, audio-visual equipment
- Central Security equipment, cell and/or security door
- Chemical Mace, pepper spray, Capstun (any chemical agent)
- Communication systems to include radios, pagers, telephone, teletype, etc.
- Control Panel
- Disposable razors
- Drug and Narcotic identification kit
- Elevator
- Facility keys
- Fingerprinting equipment

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- Fire alarm, nozzles
- Flashlight, spotlight, emergency lighting
- Food serving equipment
- Infection control bags
- Inspection Mirror
- Ladder, rope, pry bar
- Leather restraints, straight jacket, bed restraints leg irons, handcuffs, plastic hand restraint
- Magnetic shaft, Bendable Search Device
- Metal detectors all types
- Office equipment to include typewriter, photocopy machine, fax machine
- Personal protective equipment to include latex gloves, masks including gas, gowns,
- Recreational Equipment
- Sally port gates
- Scott Air Pack
- Semi-automatic pistol, shotgun
- Waist Belt, chain
- Wheelchairs
- Whistle
- Other equipment related to job performance

**THE COUNTY OF EL PASO, TEXAS
PHYSICAL REQUIREMENTS AND CONDITIONS**

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<u>Physical Requirement</u>	<u>Degree</u>
Hearing Acuity:	low/average/ <u>sharp</u>
Visual Acuity:	rough/average/ <u>precision</u>
Visual Color Acuity	low/average/ <u>high</u>
Manual Dexterity:	<u>To accomplish duties as stated in job description</u>
Operate Moving Equipment:	<u>No/Yes</u>
Operate Vehicles:	<u>Uses county vehicle or own vehicle for business travel</u>
Environment:	<u>office/field</u>
Extremes:	low/average/ <u>high</u>
Noise:	low/average/ <u>high</u>
Chemicals:	low/average/ <u>high</u>
Confined Space:	low/ <u>average</u> /high
Heights:	low/ <u>average</u> /high
Uneven Terrain:	low/average/ <u>high</u>
Other Special Physical Requirements:	<u>Ability to communicate orally and in written form</u>

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restriction of employees returning from Industrial and Illness Leaves of Absence.

In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Bend/Stoop				X	
Squat			X		
Crawl			X		
Climb				X	
Reach above shoulder level				X	
Crouch			X		
Kneel			X		
Sit					X
Push/Pull			X		

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Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)

Active/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	FREQ.	FREQ.	FREQ.	FREQ.	FREQ.	FREQ.	OCC.
Carrying	FREQ.	FREQ.	FREQ.	FREQ.	FREQ.	FREQ.	OCC.
Push/Pull	FREQ.	FREQ.	FREQ.	FREQ.	FREQ.	FREQ.	OCC.

Approved:

Elected Official/Department Head

Date

Human Resources Director

Date

History:

New job description for Trainee 01.2010
 Approved by SO Civil Service Commission: February 1, 2010
 Approved by Commissioners Court:

Received by: Print Name

Signature

Date

Department

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