



## PULASKI COUNTY

invites applications from current County Employees and the  
General Public for the position of:

# DETENTION OFFICER

**Department:** Sheriff/Detention  
**Starting Salary Range:** \$34,330 – 40,201  
**Position Number:**  
**FLSA Status:** Non-Exempt position, eligible for overtime  
**Safety Sensitive Designation:** This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.  
**Opening Date:** 04/07/21      **Closing Date:** 04/13/21 at 5:00 PM

### JOB SUMMARY:

Responsible for providing security in the detention of inmates within the Pulaski County Regional Detention Facility ensuring compliance with federal, state and local statutes, ordinances, and regulations.

### ESSENTIAL JOB FUNCTIONS:

- Conducts daily inspection and maintenance of housing units and facility to ensure proper security.
- Performs security and direct supervision duties within inmate housing units to maintain custody and control the activities of inmates; remains constantly alert for prisoner disruptions such as escape planning, fighting, thefts, suicide attempts, and other prohibited activity.
- Maintains a complete and accurate count of all inmates and their locations within the facility; conducts updated count of inmates and unit checks periodically throughout shift.
- Orients inmates to housing units ensuring all inmates understand facility rules.
- Maintains schedules for inmates allowing exercise times, meals, showering, class attendance, medical visits, unit cleaning, laundry exchange, mail delivery, and visitation at appropriate times; documents inmates' activities and movements within the facility.
- Conducts surveillance, unit searches and shakedowns to locate and confiscate any fabricated weapons and contraband; inspects and inventories all cleaning products, tools, equipment, bedding, clothing, and medical equipment.
- Prepares written incident reports documenting rule violations, offenses, or unusual events; testifies at disciplinary hearings and in court as needed.
- Completes daily and weekly jail reports, inmate activity reports, incident reports, court lists, and correspondence with the courts; inputs information into computer system.
- Responds to emergencies such as fights, hostage incidents, riots, and incidents involving aggressive and combative inmates; uses force in restraining inmates as needed.
- Provides security for medical staff during distribution of medicine and physical examinations.
- Receives and searches incoming inmates; reviews admission forms for completeness and accuracy before booking inmates; completes paperwork for admittance and enters inmate information into computer; fingerprints and photographs inmates; transmits fingerprints to other law enforcement agencies.
- Performs required screenings, collection and inventory of property; ensures inmates are showered, dressed in issued clothing, and given unit supplies and identification badges.
- Transports inmates to appropriate areas in facility such as medical clinic, classes, library, and barbershop; maintains security at all times and ensures departmental rules and regulations are enforced.

- Monitors facility operation within the central control room by the operation of technical equipment such as cameras, door lock controls, etc.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Supervises inmates assisting with the preparation of food, removal of trash, cleaning the facility and laundering uniforms, bedding, and towels.
- Supervises meal delivery and tray return; ensures inmates with special menus received correct tray; notes inmates refusing meals.
- Ensures the delivery of appropriate number of meals and clothing, bedding, and towels to each inmate.
- Performs armed transport of inmates to and from courts, hospital, Arkansas Department of Correction, and other law enforcement agencies and medical appointments; provides security for hospitalized inmates.
- Supervises the individuals assigned by the courts to the daywork program; assigns them to appropriate work crew; maintains activity records on all participants.
- Ensures inmates with required court appearances are scheduled for transport from Pulaski County Detention Facility or other detention center to court at the appropriate time.
- Collects and delivers legal documents, bond money, arrest disposition reports, DNA test kits, warrants, court dockets, etc., for Circuit and District Courts, Sheriff's Department, and other administrative offices.
- Ensures the preparation and distribution of paperwork for inmates committed to the Arkansas Department of Corrections or any regional punishment facility.
- Completes weekly report reflecting number of inmates transferred and awaiting transfer to the Arkansas Department of Corrections.
- May serve as a law enforcement instructor conducting jail minimum standards training classes for new recruits; develops curriculum, visual aids, and class material for additional classes; coordinates guest speakers as needed; assesses recruits' progress through the instructional classes; must complete the required training and obtain a certification as a CLEST Instructor if placed on this assignment.
- Performs other related duties as required.

**PERSONNEL SUPERVISED:** None

**PHYSICAL REQUIREMENTS:**

- Ability to use physical means to restrain violent or combative prisoners when necessary.
- Ability to bend, stoop, kneel, and crouch when conducting prisoner and unit searches.
- Ability to orally communicate clearly and concisely, both individually and to groups, in person, by telephone, using radio communication equipment, and by intercom.
- Digital dexterity necessary to operate computer keyboard, lock, and push button control board and conduct person and environment searches.
- Visual acuity needed to detect prohibited materials or conditions within facility and to observe inmate activity and identity.
- Visual acuity needed for use of a computer monitor.
- Ability to climb stairs.
- Ability to run to the scene of emergency within facility when required.
- Ability to drive a passenger car or van.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to concentrate for long periods of time.

**WORKING CONDITIONS:**

***Please Note:*** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

**April 07, 2021**

**091-21**

Work is performed primarily within a controlled detention environment. Constant supervision and surveillance is necessary to avoid dangerous confrontations and ensure personal safety. Duties may involve occasional restraint of hostile or combative detainees. Transportation of inmates to other facilities is required. Work is performed on a variable shift basis. Overtime may be required.

**MINIMUM QUALIFICATIONS:**

Completion of high school or GED equivalency.

**ADDITIONAL REQUIREMENTS:**

Jail Minimum Standards within one year from the date of hire.

No felony convictions.

21 years of age.

Arkansas Driver's License (or ability to immediately obtain license).

Must obtain and maintain CPR Certification.

Must be a U.S. citizen and be able to provide proof when requested by the Sheriff's Department.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies.

**PREFERENCES:**

None

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

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