

<p style="text-align: center;"><b>Franklin County Position Description</b></p>
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Position Title: Utility Detention Center/Transport Officer

Department: Detention Center

Reports To: Transport Supervisor/Shift Supervisor

Date: July 2009

**GENERAL SUMMARY:**

Under the general supervision of the Shift Supervisor responsible for providing for the care, custody and control over inmates. Under the general supervision of the Transport Supervisor, responsible for overseeing and participating in the custody, security, and treatment of prisoners while transporting inmates to various locations, which involves substantial face-to-face contact with inmates.

**ESSENTIAL JOB FUNCTIONS (Transport Officer):\***

- Transports inmates via passenger vehicles ranging from automobiles to vans, to various destinations such as courts, jails, prisons, medical centers, and other specified locations, ensuring that all security procedures are followed.
- Escorts prisoners into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel, hospital personnel such as physicians, nurses, and other medical staff, and the public. Makes contact with federal, state, and local police agencies and sheriffs' offices within and outside the state.
- Plans and executes all aspects of the trip/run, including security items, determination of amount and types of restraints, planning of special security precautions, emergency and escape procedures, timing and routing of the trip, possession of necessary travel documents, inspection and storage of prisoners' personal property and the insurance of a safe and controlled travel environment.
- Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other prisoners, and the public.
- Observes and immediately responds to all incidents threatening the security of the mission.
- Performs counts of inmates and conducts thorough searches of inmates and their property for prohibited contraband items.
- Searches transportation vehicles for objects left by prisoners during previous runs/trips.
- Obtains prisoners' compliance with departmental rules and regulations.
- Follows departmental security policies and procedures; maintains vigilant adherence to all departmental procedures.
- Counsels inmates as appropriate to maintain a stable environment, especially those with discipline problems or who have mental health or physical infirmities.
- Determines proper and shortest travel route.
- Prepares written records and reports related to the work performed.
- Attends regular training sessions in law enforcement methods and related subjects.
- Keeps assigned vehicle clean and maintained as required by the maintenance schedule.

• **ESSENTIAL JOB FUNCTIONS (Detention Center Officer):\***

- Assists in maintaining Detention Center security, performs the physical counts of inmates, as required.
- Provides documentation and detail to direct supervisor regarding violations of policies and procedures.
- Participates in inmate admission and release in accordance with established facility policies and procedures.
- Registers, screens, and supervises visitors and ensures safety and security regulations are observed and maintained.
- Completes all required logs, watch sheets, journals, and notations as required or directed.
- Participates in departmental training programs and courses.
- Utilizes radio and telephone communications to maintain contact with other staff and agencies.
- While on line or in an assigned area, supervises and reviews inmate work, monitors and interacts with inmates and performs counts.
- Performs collateral duties as assigned and/or directed, maintains files, completes paperwork and file records.
- Follows all federal, state, and local laws; follows all County and Department policies and procedures regarding assigned duties.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Promotes and maintain responsive community relations.
- Performs other related duties as required.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Duties require overall knowledge of Detention Center facility operations equivalent to completion of a high school diploma plus additional courses from a two-year college or technical school and one to three years of related experience, or equivalent combination of education and experience

Completion of the Basic Corrections School at the Maine Criminal Justice Academy and completion of 100 hour law enforcement certification program preferred.

**Transport Officer Skills/Experience/Training Required:**

During career tenure, must maintain State of Maine driver's license and appropriate law enforcement certifications.

Knowledge of federal, state, and local civil and criminal statutes on which charges and arrests are executed.

Ability to respond to emergency road situations and to adopt quick, effective, and reasonable courses of action with due regard to inmate/passenger safety.

Knowledge of law enforcement rules and regulations and standard operating procedures.

Knowledge of the geography of the County and location of important buildings.

Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to understand and carry out oral and written instructions and prepare clear, comprehensive reports.

Ability to exercise sound, independent judgment and to render objective decisions in the application of laws and statutes.

Ability to apply techniques of self-defense and use necessary force to apprehend and retain violent or hostile individuals.

Ability to establish and maintain effective working relations with others.

Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

A driving record free of any violations related to ability to drive law enforcement vehicles safely and effectively.

A personal record free of any convictions related to fitness for fulfilling the job requirements.

**Utility Detention Center Officer Skills/Experience/Training Required:**

Ability to understand and carry out orders.

Ability to participate in ongoing correctional education to maintain certifications.

Must meet all physical and mental requirements required of the position.

Ability to use computers.

Ability to safeguard confidential and classified information.

Ability to manage difficult people and stressful situations and to respond appropriately in emergency situations.

Ability to work individually and in a team environment.

Ability to observe contraband, avoid injury, check for weapons, and view video cameras.

**SUPERVISORY RESPONSIBILITY:**

This position has no supervisory responsibilities.

## **WORKING CONDITIONS/PHYSICAL DEMANDS:**

Transport Officer:

Frequent and extended periods spent in a vehicle, subject to driving in all weather conditions and extremes.

Continuous periods of sitting and climbing in and out of vehicle.

May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.

Travel by County vehicle is required.

Detention Center Officer:

May be exposed to outdoor weather conditions.

Regular risk of personal injury when violent/hostile situations require intervention and emergency response.

Potential for exposure to infectious disease, blood borne pathogens and mental fatigue.

Physical demands generally involve standing, walking, sitting, climbing, or balancing, stooping, kneeling, crouching or crawling.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

<p><b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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Approval  
07/09

\_\_\_\_\_  
Date

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*