



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Detention Officer
PAY GRADE: NE10
FLSA STATUS: Non-Exempt
DEPARTMENT: Public Safety
REPORTS TO: Detention Supervisor

GENERAL PURPOSE:

Performs detention officer performs duties essential to the operation of the detention center. Oversees incarcerated individuals within the police department holding facility, including general custodial and detention functions essential to the operation of the detention center.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Assists with supervision, security, control and conduct of inmates at the correctional detention center, including the control of weapons, contraband, keys, tools, doors and other related safety and security procedures.

Admits and releases prisoners, to include searching inmates and property, and making inventory of the personal property of the prisoners. Books and discharges inmates; issues clothing and supplies to new inmates; arranges for inmate transportation as required.

Maintains inmate and detention records on file. Fingerprints and photographs inmates and types fingerprint cards. Classifies incoming inmates and places them in proper cells.

Observes prisoners directly and indirectly through visual, audio and video monitoring, checking for unusual or abnormal activity, to ensure the physical safety of prisoners, staff and the public.

Records, logs, and files all incoming and outgoing correspondence.

Coordinates needed services for inmates with Social Services and Behavioral Health.

Maintains updated files of current warrants, criminal complaints, civil complaints, restraining orders and probation paperwork.

Operates personal computer to compose and edit correspondence and generates reports.



Prepares and/or transports inmates for court arraignments.

Book, search, photograph, fingerprint, and record all property belonging to individuals who are incarcerated within the holding facility.

Makes mandatory cell checks and will submit written reports to include any detrimental conditions relating to individuals or facility conditions.

Works various shifts including nights, weekends, and holidays.

Attends routine and specialized training classes and seminars of law enforcement methods and techniques.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Certified Detention or the ability to become certified within a year of hire. Must be able to restrain incarcerated individuals. CPR and First Aid Certification. One year of law enforcement experience preferred. Tiwa speaking preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
- Knowledge of principles and practices of radio dispatch and communication.
- Knowledge of state and federal laws as they relate to jail inmates, and detention facilities.
- Knowledge of detention facility policies and procedures.
- Knowledge of techniques of detainee control and typical behavior patterns of incarcerated persons.
- Skill in the operation of computers and office equipment that includes copier, telephone and audio equipment.
- Skill in preparing clear, concise, accurate, and complete written reports.
- Ability to communicate efficiently and effectively both verbally and in writing. Ability to operate radio communication equipment, enhanced 911 telephone equipment, digital recording equipment, computer printers and TTD (Deaf/Hearing Impaired) telephone, facsimile machine and photocopy machine.
- Ability to remain calm and handle emergency situations.



- Ability to perform duties under stress, maintain composure and professionalism under stressful conditions and in the face of provocation.
- Ability to maintain confidentiality of information as directed by tribal and police policies.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to work extended hours and various work schedules, including evenings, weekends and holidays.
- Ability to make intelligent and effective decisions in routine and emergency situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit, stand and walk; have manual and finger dexterity; stoop, and talk and hear. The employee is occasionally required to crawl, stand, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office, detention facility with a high noise level and in an outdoors setting with a high noise level. Exposure to natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris and hazards may occur while performing outdoor duties. Work occasionally involves personal danger. Evening, holiday and weekend work may be required. Evening and/or weekend work may be required.

EMPLOYEE’S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee’s Signature

Date