

DETENTION OFFICER

Department: Wagoner County Sheriff's Office, Wagoner, OK

Job Definition: Under general Supervision, is responsible for the custody of all prisoners in the Wagoner County Jail, maintaining their security during their time of incarceration and assuming responsibility for all their needs during detention while utilizing the principles of Direct Supervision.

Description: Responsible for custody and control of prisoners; security of facilities; physical movement of inmates; and all inmate record needs. Completes facility logs. Searches all inmates entering and leaving the facility. Searches inmate workers before housing. Searches and locates all new intakes in computer systems. Conducts inspections of cells as needed. Seizes property that is found and completes record of property accepted in and after incarceration. Enforces contraband control and inmate rules. Observes prisoners and prisoner workers for abnormal conditions and corrects situations immediately. Inspects facility and kitchen for cleanliness and take appropriate action to correct. Inspect facility and kitchen areas and reports all maintenance problems and unsafe conditions. Inspects cleaning materials and supplies that enter pods. Searches prisoners for medical visits. Checks and searches, if necessary all visitors. Observes inmate visitation. Observes commissary distribution. Feeds prisoners. Distributes and collects inmate requests for legal materials, visitor/phone cards, prisoner worker status applications, and incoming and outgoing mail. Reviews, answers and distributes prisoner's requests and grievances. Assigns work to and supervises prisoner workers. Ensures that all prisoners have routine access to showers. Distributes hygiene products, clean clothing, clean linens, and clean beddings to prisoners. Reports any criminal intelligence to supervisors. Safeguards keys. Directly oversees prisoner workers as assigned. Performs other duties as assigned.

Required Skills: Skill in basic typing; read and write at a high school level; principles of direct supervision; desktop computers; Ability to gain respect and cooperation of others; to keep alert and vigilant; to exercise initiative and independent judgment; to understand and follow oral and written instructions; and to deal tactfully with others. Must pass drug testing

Physical Requirements: While performing the duties of this position, the employee is required to sit, stand, run, step side to side, step forward and backward, lean forward and side to side, lift up to 45 pounds, use hands & fingers, reach and stretch with hands, arms, and legs; climb, balance, stoop, kneel, crouch, squat, crawl on hands and feet, crawl while on stomach, lift knees to waist level, maneuver through a standard sized window opening, drag 180lbs 20 feet, stand unassisted from a supine and prone position, climb stairs, and maneuver over a 5 foot obstacle

Education / Experience: High school diploma or general education degree (G.E.D.).

Licenses/Certificates: Valid Oklahoma Driver's License

Salary Range: \$1,700.00 per month for six months, then increases to \$2,350.00

Work Schedule: Shift work

Please submit resumes to [Human Resources](#) and complete [Sheriff Department Employment Application](#).