

Halifax County Detention Officer I

- Must be at least 21 years old.
- Must be a citizen of the United States.
- Must have a high school diploma or equivalent. **Training and Standards require a high school equivalent diploma be at least partial classroom.
- Must possess or be able to possess a North Carolina driver's license.
- Must not have been convicted of a felony or serious misdemeanor.
- Must meet all the applicable standards and qualify for State Certification as a Detention Officer within 12 months of employment in accordance with the North Carolina Sheriffs' Training & Standards Commission as well as the policies of the Office of the Sheriff of Halifax County.

Nature of Work

The Detention Officer I is responsible for the custodial work with the transportation, security and supervision of prisoners in the Halifax County Detention Facility. The Officer performs a variety of duties relative to that care; direct supervision, desk duty and transportation of inmates. Work is performed in accordance with the policies and procedures, North Carolina Department of Human Resources guidelines, and the Training and Standards Council of the Department of Justice of North Carolina. Work is performed under the direct supervision of that employee's squad or area supervisor. The applicant must be willing to work 12-hour rotating shifts which includes holidays and weekends.

Knowledge, Skills and Abilities

- Knowledge of Federal, State and local laws governing the operation of the facility.
- Knowledge of forms, records, and reports used in the detention facility.
- Ability to stand or sit for long periods of time.
- Ability to maintain discipline and order among inmates.
- Ability to work in a confined area.
- Ability to deal firmly and courteously with inmates and visitors.
- Ability to use sound judgment in both routine and emergency situations,
- Ability to develop and maintain effective working relationships with other employees.

Examples of Work

- Patrols the detention facility, maintains head-counts of inmates and maintains the security of gates and doors within and outside of the detention facility.
- Books, searches, and collects property from inmates and advises all inmates of policies that govern their conduct while in the detention facility.
- Supervises the cleanliness of inmates, their quarters, the surrounding areas, and their laundry.
- May assist in serving of meals to inmates
- Answers the phone, files inmate folders and keep records of inmates' visitation, showers, medications, and other procedures.
- Transports and escorts inmates to various locations.
- Performs other duties and work as required.