

DOÑA ANA COUNTY DETENTION CENTER

Detention Officer

Job Preview

Our Mission: *To protect the surrounding community by confining offenders in a controlled environment that is safe, humane, cost-effective and appropriately secure.*

Operate in Good Faith: With Good Intentions

The Doña Ana County Detention Center strives to hire the best candidate for every position. Our goal is to fill each job with a person who is well-qualified, has an interest in the job, and who will be committed to a career in the field. To do this, it is important that each applicant understand the job of Detention Officer and its tasks so the candidate can decide if the job is truly one in which there is an interest and the ability to do well.

Detention Officers with Doña Ana County are required to perform a variety of tasks to ensure the safe, compliant detention of individuals charged with a crime and housed at the Detention Center awaiting further processing by the judicial system. In performing these tasks, Detention Officers may stand up to 8 hours. Shifts are scheduled to cover a 24-hour period, 7-day per week operation and Detention Officers may be scheduled to work any shift. Shifts are either 8-hours or 12-hours in length.

Please read the next section for a realistic preview of the types of tasks required of all Doña Ana County Detention Center Officers. This list is not intended to describe every task required of Officers.

Detaining Arrestees

- Detention Officers must conduct physical searches of arrestees to protect the safety of all Detention Center personnel, detainees and visitors. This may either be a pat-search or a strip-search depending on the charges against the detainee. Officers must also check for physical characteristics of detainees to verify their identity.
- Detention Officers will be in physical contact with detainees and their belongings. At times, these individuals may be dirty, neglected, mentally unstable, intoxicated, under the influence of drugs, injured or bleeding. Physical contacts may include: handcuffing, fingerprinting, restraining, subduing, and relocating the detainee.

- Detention Officers must make physical searches and inspections of cells. These include checking the bedding, searching all fixtures and items in the cell, and searching the detainee for weapons and other contraband.
- There is always the possibility that a detainee may be injured or die. The Detention Officer may need to attend to the detainee and notify the appropriate authorities.
- Detention Offices must physically remove detainees who are causing disturbances from their cell or other areas of the facility. Offices must also physically break-up detainee fights when verbal instructions do not work.
- Detention Officers distribute food to inmates and verify that all utensils are returned.
- Detention Officers are responsible for the hygiene of detainees, supervising showers, distributing and collecting razors and towels.
- Detention Officers do not carry weapons and must give verbal instructions and direct detainees' physical activities effectively.

Surveillance/Communications

- Detention Officers monitor detainees for indications of any illegal activity while in their custody and report any suspicious activity to supervisors and other Officers.
- Detention Officers must listen for sounds which may indicate destructive or illegal activity in order to prevent problems among detainees.
- Detention Officers must use information from arresting Officers, judgment, and experience to make cell assignments accordingly. Circumstances which may be considered include HIV infection, mental disturbance, intoxication, child molestation, active tuberculosis, hepatitis, broken bones and/or suicidal tendencies.
- Detention Officers answer telephone calls from the public, detainee family members, lawyers, bondsmen and others.

Other Related Duties

- Detention Officers are responsible for the physical operations of the facility, such as the operation of the lights, cell doors, and gates.
- Detention Officers may be required to appear as a witness in court proceedings. They may be questioned by attorneys on such topics as confiscated contraband, ingested substances, and the conditions under which samples of chemical analyses were taken.
- Detention Officers are required to attend classes on medical monitoring, detainee communication, legal issues, and CPR and first aid to improve performance and remain current on the operations and requirements of the Detention Center.
- Detention Officers must complete a number of documents including detainee property listing, notes of arrestee cell movement; cell inspection forms; incident reports to document such occurrences as injuries, accidents and contagious disease contact; use of force reports, recreation equipment reports, toilet kits issues; and log of keys.

- Detention Officers obtain verbal information from arresting Officers in order to book arrestees into the facility.
- Detention Officers must examine booking forms and court documents to ensure that the information on the documents match that of the arrestee.
- Detention Officers must count property, custody cards, and arrestees at the start of each shift to make sure they match.

SELECTION PROCESS

Disqualifiers:

- Any detected or undetected felony convictions
- Conviction, pleading to or admitting to the use, sale or distribution of any illegal controlled substance or non-prescribed controlled substance
- Conviction, pleading to or admitting to illegal use of cocaine within the last 3 years or marijuana within the last year
- DWI convictions or unsafe driving within the last 3 years if assigned to transport
- Conviction of a crime of moral turpitude
- Dishonorable discharge from the U.S. Armed Forces may disqualify
- Conviction, pleading to or admitting theft from an employer may disqualify
- Conviction, pleading to or admitting a violent domestic incident

SUCCESSIVE HURDLES

Candidates must submit a Doña Ana County Application form and copies of diplomas/degrees and/or transcripts from the highest level of education attained to-date to take the written test. Applications will be reviewed to determine which candidates meet the minimum qualifications for the position of Detention Officer.

Candidates must successfully complete these steps in order to be considered for a contingent offer of employment as a Detention Officer.

1. **Written Test:** The written test consists of a 1-hour assessment of English usage, reading comprehension, logic and reasoning, vocabulary, basic math, and attention to detail. Candidates must pass the written test with a score of 70% or higher to move forward to the oral board interview.
2. **Oral Board Interview:** This is a structured interview conducted at the Detention Center. This is a formal interview and applicants are expected to present themselves professionally. At the close of your interview, you will receive a contingent offer of employment and we will obtain the necessary employment forms from you to proceed to the next hurdle in the process. You will be notified of your rating following the interview.
3. **Clearance Process:** The Internal Affairs Investigator will conduct a comprehensive criminal history and personal background check.
4. **Polygraph & Fingerprinting:** You will be scheduled for a polygraph and fingerprinting.

5. **Medical Examination:** A thorough Medical Examination and Physical Agility assessment will be conducted by a physician chosen by the County during which you will be required to undergo a drug and alcohol screening test.
6. **Psychological Evaluation:** You will be scheduled to undergo a comprehensive psychological evaluation, which will include a written testing and an interview.

Candidates who have completed these successive hurdles will receive a final offer of employment and join the staff of the Doña Ana County Detention Center. Following hire, each new Officer will attend the appropriate training which includes an academic curriculum, physical fitness and training in defensive tactics and control holds. Failure to successfully complete this training will result in termination.