

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Booking Officer**

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Exempt (Y/N): No

DEPARTMENT: Sheriff's Department

DATE PREPARED: March, 2006

SUPERVISOR: Sergeant

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**SUMMARY:**

The incumbent, under the guidance and direction of the Sergeant, serves the County by efficiently supervising and maintaining discipline of felony and misdemeanor prisoners, and meeting the needs of the inmates in accordance with federal and state law. Work effectively with all divisions and departments within the Sheriff's Office, Circuit Courts, District Courts, Public Defenders, Prosecuting Attorneys, other law enforcement agencies and the public. Displays a high level of initiative, effort and commitment towards completing assignments efficiently while working with minimal supervision, demonstrates responsible behavior and attention to detail. Must meet minimum requirements under state law for certification to work in the jail (40 hours Jail Standards).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Handle intake of detainees to include: bookings, pictures, fingerprints, telephone calls, searching incoming detainees, accurately identify all prisoners, segregating males from female detainees. Responsible for the personal property of detainees, which include; securing large sums of cash, and other valuables. Complete other activities associated with incarceration in the County Jail.
2. Secure the building and grounds, protect the rights and safety of detainees to include: jail checks, prisoner counts, searching prisoners and their quarters according to guidelines for contraband, supervise the cleaning of cells and building, issue linen/laundry needs and log/deliver prisoner mail.
3. Supervise and evaluate between 10 to 30 inmates in Booking area, during the following activities: exercise, meals, visits, telephone calls, changes of linen/uniforms and prisoner work loads and between 35 to 50 trustee assignments.
4. Schedule medical screening for detainees, exposure to detainees with medical conditions such as HIV, Tuberculosis, Hepatitis B, distribute prescription and over the counter medication four times a day, dispense razors, soap, toilet paper and provide detainees with proper forms to have access to at nurse, telephone call or file a grievance.
5. Maintain records in excess of 14,000, for detainees in any given year, prepare DWI reports, check criminal records and warrants of all incoming detainees.
6. Maintain all emergency equipment in jail, camera equipment and food supplies.
7. Report and articulate to emergency units, contact appropriate technicians to report computer or electrical malfunctions when necessary.

8. Responsible for the maintaining of the jail commissary and indigent supplies for detainees to include ordering supplies, selling items, maintains inventory, keeping county expenses to a minimum, and filling in as needed in other divisions within the department.
9. Make reprints of detainee's pictures for other agencies, maintain paperwork on the Datamaster and the Automated Fingerprint Identification System and ensure they are functioning properly.
10. Responsible for detainees behavior/interaction with staff and visitors; subdues disruptive detainee behavior and isolates problem detainees and maintains visual/audio check of detainees. Maintains security for person's entering/exiting the jail, control electronic door opener, computer accesses motion detectors, security alarms and check temperatures of cells.
11. Maintain a log of duties for Adult Detention Officers and trustees and maintain security of all weapons. Check all personal items brought in for detainees and trustees by family for contraband.
12. Providing, under established procedures, social services, to the detainees to include counseling, visitation, clergy, attorneys and mail privileges. Supervise and administer all programs within the jail facility, which includes; Alcoholics Anonymous, G.E.D. Program, all ministry programs and library privileges.
13. Provide for a safe environment for the detainees and immediately abating any hostile actions. Possess the ability to physically respond to emergencies quickly and restrain inmates as required, and recognize emergency / dangerous situations and respond appropriately.
14. Aid in carrying out the decisions and orders of the court.
15. Maintain accurate reports of all incidents and be prepared to testify in Federal Court on lawsuits filed, which have a liability potential of in excess of several hundred thousand dollars, against the Sheriff and County.
16. Responsible for taking cash bonds in excess of \$10,000 or more, issuing a receipt and securing the money until given to appropriate supervisor.
17. Represent the department in a professional manner to enhance the County's image and minimize loss of goodwill.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with two years or more of college courses or equivalent experience; completion of jail standards certification training course (40 hours) and knowledgeable of jail operations, basic first aid, CPR, and protection from blood-related and/or other viruses, County policies and procedures, federal and state laws, as well as self defense and physical constraint procedures are required. Previous customer service experience would be beneficial.

**OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be certified by ACIC to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) systems.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation polygraph examination and credit history and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Arkansas Driver's License.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.

The person in this position must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Display high standards of ethical conduct. Exhibits honesty and integrity, refrains from theft-related, dishonest or unethical behavior. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, computer and typewriter.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is routinely required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must be in such physical conditions as to enable them to defend themselves; as well as other officers or detainees from attacks by incarcerated individuals. The employee must occasionally lift and/or move up to 100 pounds. Visual acuity sufficient to perform inspections, identify individuals at a reasonable distance and observe details in incidents. Auditory acuity sufficient to hear conversations and distinguish between normal/abnormal sounds in a detention setting.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the typical work environment is moderate to loud.