**BEAUFORT COUNTY SHERIFF’S OFFICE**

**INEXPERIENCED DETENTION OFFICER**

**ESSENTIAL JOB FUNCTIONS**

INSTRUCTIONS: The following are “essential job functions” common to all inexperienced Detention Officers in North Carolina, as determined by the N.C. Sheriff’s Education and Training Standards Commission. The successful applicant must be able to perform **ALL** of the essential job functions of an inexperienced, generally unassisted Detention Officer, and at a pace and level of performance consistent with the actual job performance requirements.

Do you believe that, following completion of the Detention Officer Certification Course, you will have the ability to perform the following functions, with or without a reasonable accommodation? (Initial “Y” = Yes, “N” = No, I can’t).

NOTE: A request for an accommodation will not, by itself, disqualify an applicant for employment as a Detention Officer.

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates and resort to the use of hands and feet and other approved self-defense weapons. \_\_\_\_\_
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations. Also file, alphabetize and label reports. \_\_\_\_\_
3. Exercise independent judgement in determining the appropriate classification of inmates and assessing and responding to the needs of special populations. \_\_\_\_\_
4. Communicate effectively and coherently with other officers and inmates using existing communications systems. ­­­­­\_\_\_\_\_
5. Pursue fleeing inmates and perform rescue operations which may involve quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing over and under obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance. \_\_\_\_\_
6. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, building and large outdoor areas that may involve feeling and detecting objects, walking for long periods of time and detaining people. \_\_\_\_\_
7. Conduct visual and audio surveillance for extended periods of time. \_\_\_\_\_
8. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking doors, windows and other areas to ensure they are secure. \_\_\_\_\_
9. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes. \_\_\_\_\_
10. Demonstrate communications skills in court and other formal settings. \_\_\_\_\_
11. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc. \_\_\_\_\_
12. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment. \_\_\_\_\_
13. Escort prisoners and committed mental patients using handcuffs and other appropriate restraints. \_\_\_\_\_
14. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means. \_\_\_\_\_
15. Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions and other legal writs. \_\_\_\_\_
16. Process and release inmates to include taking their photographs and obtain a legible set of fingerprint impressions. \_\_\_\_\_
17. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action. \_\_\_\_\_
18. Break up fights and affrays. \_\_\_\_\_
19. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items. \_\_\_\_\_
20. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates. \_\_\_\_\_
21. Inspect unclothed inmates, including body cavities, with exposure to body fluids, wastes, and possible encounters with deceased person. \_\_\_\_\_

Since Detention Officers are required to uphold judgements of the law and are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, is a “business necessity” that officers exhibit a history of honesty, reliability, ability to manage personal finances, interpersonal skills, and integrity.

Additionally, Detention Officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment, or these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, inmates, other officers and the public are at a substantial disadvantage in the hiring process.

**I hereby certify that the answers given on this Essential Job Function questionnaire are truthful.**

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**Applicant** **Date**