



Meade County Sheriff's Office
Sheriff Douglas Ritter/ Undersheriff Karl Harris

DETENTION OFFICER

Department: Sheriff's Office

Reports to: Undersheriff/Jail Administrator

Position Summary:

Under the administrative supervision of the Undersheriff/ Jail Administrator, once criminal suspects are arrested, this employee is responsible for the confinement, supervision and well-being of suspects and convicted criminals until they are released from Meade County custody.

Job Description:

- Schedules duties of inmate workers;
- Processes inmates in and out of custody;
- Supervises the transporting of inmates to and from court, doctor appointments, dentist appointments and other facilities;
- Enforces all policies and regulations of jail and Meade County;
- Monitors signs of sickness or injury of prisoners, requests medical assistance when required, and sees that medical instructions are followed;
- Prepares appropriate jail and inmate reports and accounts;
- Administering personal hygiene items when needed;
- Types records, reports, and correspondences as needed;
- Processes inmates in and out of custody;
- Issues supplies, meals, and medication to inmates;
- Occasional cleaning of facilities;
- Maintain the safety and security, of inmates, other staff, facility and visitors;



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Position Requirements

Experience: Entry level position, no experience required. Employee is expected to have acquired the necessary information and skills after six months in the position.

Clean criminal history: No felony convictions, any misdemeanor convictions deemed by Sheriff, excessive traffic violations.

Education: High school diploma or GED.

Skills: Knowledge of detention facility and federal, state and local laws governing the confinement of inmates. Have the ability to operate office vehicles, radios, phones, fax machines, computers, typewriter, and other office equipment. Must be able to acquire and maintain a valid Kansas Driver's license.

Problems solving: Problem solving exists in this position.

Decision Making: Decision making exists in this position. Multi-tasking.

Accountability: Employee has no budgetary control. Employee is required to follow all rules, laws, and policies of this agency.

Supervision: Supervision is provided by the Sheriff and Undersheriff.

Personal Relations: Continual contact with all Meade County personnel, outside agencies and the general public. This includes clean professional appearance.

Communication skills: Jailors frequently have to communicate with inmates, visitors, family, law enforcement, attorney's, judges, etc. professionally and promptly.

Working Conditions: Adverse working conditions exist when dealing with the criminal element. Some physical effort is required. Long periods of standing and walking required. Some bending over and lifting required. Life Threatening situations and extremely stressful work conditions are frequent factors in this position.