



HOWARD COUNTY COMMUNITY CORRECTIONS WORK RELEASE

POSITION: Part-Time Detention Officer
DEPARTMENT: Community Corrections/Work Release
SALARY: \$16.25 per hour

ESSENTIAL DUTIES:

Supervises and directs Work Release program operations during day, evening and weekend hours, including scheduling/verifying work and other leave from facility, orienting new participants, maintaining detailed records, providing participants with meals, and distributing medication as prescribed. Maintains log of activities performed and prepares reports as required. Ensures compliance with facility rules and regulations, and records and reports inappropriate behavior to appropriate Department personnel. Performs booking procedures of detainees, entering required information in computer, receiving and receipting money and personal property, and assuring detainees are properly showered, changed into work release clothing and searched for weapons and other contraband. Conducts random on-site inspections, searching detainees upon return to facility, collecting and recording fees, recording rule violations and disciplinary action, and conducting revocation hearings, drug tests and portable breath tests. Inspects living quarters of program participants for cleanliness and contraband and prepares written report of findings. Distributes cleaning materials and personal items as needed. Maintains interior and exterior security of facility, including monitoring surveillance cameras, door controls, meals and visitors, and conducting patrols. Maintains accurate accounting of all inmates.

Maintains current knowledge of evidence based practices utilized in the field of Corrections and exhibits working knowledge of related procedures in daily interaction with participants. Answers telephone and greets visitors, providing information and assistance, taking messages or directing to appropriate individual or department. Responds to inquiries and maintains communication with employers, victims, families, and maintaining Confidentiality requirements. Serves on 24-hour call for emergencies. Periodically performs duties of Case Manager and/or Lead/Shift Supervisor in his/her absence. Performs related duties as assigned.

JOB REQUIREMENTS:

High school diploma or GED. Possession of or ability to obtain possession of First Responder/CPR certification and ability to obtain any other required certifications. Working knowledge of and ability to follow and make practical application of customary practices, procedures, rules, regulations, evidence based practices, and personnel policies of Howard



County and Work Release. Working knowledge of understanding and utilizing Effective Communication and Motivational Strategies when dealing with participants. Working knowledge of and ability to properly use all assigned Department uniforms and/or equipment, including computer, printer, calculator, breathalyzer, camera, intercom system, radio, telephone, surveillance/monitoring and video cameras, body scanner and electric locking devices. Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within Department deadlines. Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace. Ability to appropriately receive, secure and account for articles received in evidence, personal belongings of inmates and monies. Ability to communicate orally and in writing with co-workers, participants and their family members, other law enforcement agencies, Work Release employers, and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements. Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct. Ability to understand, memorize, retain, and carryout written or oral instructions and present findings in oral or written form. Ability to work alone with minimum supervision and with others in a team environment. Ability to work evening, weekend, irregular and/or extended hours. Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations. Possession of a valid driver's license and demonstrated safe driving record.

Howard County Government is an Equal Opportunity Employer