

SNOHOMISH COUNTY JOB DESCRIPTION

CUSTODY OFFICER

Spec No. 4022

BASIC FUNCTION

To monitor, supervise and maintain custody of prisoners in the Snohomish County Jail.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Books prisoners into the jail; conducts interview to determine medical, other special needs, and acceptability to book into facility; assists in checking for outstanding warrants and the criminal history information on the computer terminal; assists in entering booking information into the jail computer system; conducts personal (pat downs, strip searches), and property searches; takes fingerprints, and prepare for submission to AFIS, WASIC, and FBI, photographs and other identification data; receives, receipts and records payment of bail and money intended for prisoners; releases prisoners at completion of sentence.
2. Supervises the activities of prisoners within the jail housing areas and their movement from one area to another; supervises and documents food services; supervises prisoners in cleanup and maintenance activities; verifies need and makes arrangements for medical and health care; monitors use of prescribed medications; monitors recreational, educational and visitation activities; monitors visits and interviews with authorized persons; answers phone calls and relates information to authorized persons.
3. Supervises the preparation of prisoners for transportation to courts and other prisoner appointments.
4. Conducts regular security checks; screens and searches visitors; conducts periodic headcounts and searches of prisoners and the areas accessible to them to prevent flow of contraband into the facility; administers or arranges for breathalyzer or urinalysis to detect suspected drug or alcohol use; assists in operating the jail control room.
5. Instructs prisoners on jail rules and procedures; investigates suspected rule violations; takes informal action to correct prisoner behavior as appropriate; writes violation reports and submits them to supervisor; participates in prisoner disciplinary proceedings as assigned.

STATEMENT OF OTHER JOB DUTIES

6. Maintains custody and control of prisoners when confined to hospitals or other facilities as required; coordinates with various courts to assure that prisoners appear as scheduled for trial; processes and maintains required court documents.
7. Serves on various committees such as, training, safety, classification, wellness, wear and tear, affirmative action, equal employment opportunity, and others.
8. May be assigned temporary assignment to training officer, classification, or instructor positions.
9. Performs related duties as assigned.

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MINIMUM QUALIFICATIONS

No previous experience is required for entry level custody officer. Prefer one (1) year of work experience as a police or military police officer, probation or parole officer, jail attendant or guard, or work in a psychiatric facility, detention or juvenile center; OR, college level coursework in the area of corrections, law enforcement, police science, law and justice or social services related to correctional rehabilitation. A second language preferred.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination, and a psychological examination. A post-employment physical examination and a physical fitness and agility test will be required for employment. A valid Washington State Driver's License, unrestricted except as to vision may be required dependent upon area of assignment. Applicants must be twenty-one (21) years old at time of appointment. Ability to acquire Red Cross First Aid and CPR Certificates is required. Employees may be required to carry firearms and must have the ability to qualify with a firearm on an annual basis. Satisfactory completion of the Washington State Criminal Justice Training Academy is required within six (6) months of employment.

LATERAL ENTRY MINIMUM QUALIFICATIONS

Applicant for lateral entry Custody Officer must be currently employed as a full time, paid, custody officer in a city, county or State of Washington correctional facility; AND, have at least 12 months experience in that capacity. Completion of the Washington State Criminal Justice Training Academy is required. These qualifications must be met at the time of application and also at the time of appointment.

LATERAL ENTRY SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination, a psychological examination and a post-employment physical examination. A valid Washington State Driver's License, unrestricted except as to vision may be required dependent upon area of assignments. Applicants must be twenty-one (21) years of old at time of appointment. Ability to acquire Red Cross First Aid and CPR Certificates is required. Employees may be required to carry firearms and must have the ability to qualify with a firearm on an annual basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- defensive and courteous driving rules.

Ability to:

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- acquire a Red Cross First Aid Certificate;
- satisfactorily complete required courses of training at the Washington State Criminal Justice Training Academy within six (6) months of hire;

KNOWLELDGE AND ABILITIES (continued)

Ability to:

- satisfactorily complete firearms training and pass a test of proficiency every three (3) months;
- learn, understand and interpret work related laws, ordinances, rules and regulations;
- quickly learn applicable federal and state laws and county ordinances and established policies, procedures and practices of the Snohomish County Jail;
- supervise groups of prisoners;
- exercise good judgment under stressful circumstances;
- respond effectively in crises or emergency situations and restrain violent or belligerent prisoners;
- communicate effectively with people regardless of age, sex or social, economic or cultural background, including persons with social or behavioral problems, and communicate with prisoners in both supportive and confrontive modes;
- accept and respect the individual differences of prisoners and respond in a professional manner to their needs without the interference of personal bias;
- access, input and retrieve information from computer and record information correctly and perform clerical tasks related to booking and other clerical aspects of the job;
- understand and follow oral instructions and written procedures and guidelines;
- speak and write with clarity and prepare required reports;
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public.

PHYSICAL EFFORT

The work involves strenuous physical tasks such as restraining belligerent prisoners or breaking up fights, or running up flights of stairs to respond to emergencies. Stressful elements of this work are considerable, and include exposure to disagreeable situations involving human conflict, anger, hostility and potential for violence.

SUPERVISION

The employee reports to a Custody Sergeant. The work is performed according to established policies and procedures and is reviewed through observation and evaluation of ability to handle a variety of work situations, reports and conferences. Unusual situations are referred to the Sergeant.

WORKING CONDITIONS

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The work is performed within a maximum security detention facility. Employees work in housing areas and have direct prisoner contact. Employees are required to work various shift assignments, to perform all the functions of all shifts in all areas of the jail and to work weekends and holidays, as required.

Class Established: 1974 as Custodial Officer
Revised: March 1991, January 1995, November 2002
EEO Category: 4
Pay Grade: 834

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