

Detention Officer

Schedule

- Pitman Shift Schedule
- 12.5 hour shifts rotating day/night every 28 working days
- Shifts are 0545-1815 and 1745-0615

General Duties

- Maintain order and discipline of detainees
- Performs security checks to ensure detainees are safe and secure
- Oversee detainee living/housing units; ensure detainees are following rules and regulations
- Conduct facility searches, searches of detainees, and housing units
- perform detainee cell checks for contraband.
- Prepare and maintain variety of logbooks and reports
- Distribute request forms and other documents to detainees
- Enforce policies, procedures, rules and regulations as set forth in the CDF Policy and Procedure Manual and the Detainee Handbook in a firm, but fair manner
- Utilize IPC and problem-solving skills
- Post assignments based on need include, but are not limited to, housing unit, programs, rover, perimeter patrol, kitchen, reception, and visitation
- Other duties as assigned

Preferred Skills and Qualifications

- Bilingual or multilingual a plus
- Prior experience in a correctional environment
- Virginia DCJS or DOC certification