

Detention Officer

Schedule

12.5-hour shifts: 0545-1815 and 1745-0615

Every other weekend off

General Duties

Maintain order and discipline of detainees;

Perform 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