

Oklahoma County Detention Center is seeking qualified applicants for the position of detention officer. A detention officer supervises individuals in a detention center who have been charged with a crime as well as people in jail awaiting trial. Detention officers work in the jail overseeing the safe imprisonment of individuals in custody. A detention officer's overall goal is the safe and smooth operation of the jail. They must monitor inmates to see that they are not causing harm to themselves or others.

REQUIREMENTS

All applicants must meet the following:

- Must be at least 18 years of age and be a U.S. Citizen.
- Must have a high school diploma or GED.
- Must have a valid Oklahoma Driver's License.
- Must have no pending criminal charges.
- Must have no outstanding arrest warrants.
- Must not be on probation.
- Must have no felony or serious misdemeanor convictions.
- Must have no domestic abuse convictions.
- Must have no convictions for crimes of moral turpitude.
- Must pass a background investigation.
- Must pass a drug screening test.

DUTIES AND RESPONSIBILITIES

- Supervise and control inmate behavior while performing various tasks completed during the daily operation of the detention center
- Exercise appropriate judgment in handling of special needs situations or inmates; provide assistance in classification of inmates
- Communicate effectively with other staff, inmates or public with approved facility
- Communication devices including the telephone system, intercom system, and portable or base radios.
- Demonstrate effective communicative skills both written and verbal.
- Understand and follow written or verbal instructions
- Maintain a high degree of personal and professional honesty and integrity
- Follow orders, rules and department policy
- Prepare and maintain accurate and factual records
- Work independently with minimum supervision
- Perform searches of people, cells, common areas indoor and outdoor areas to control contraband
- The physical aspects of the job entail walking, kneeling, lifting, bending, pulling, walking stairs or stooping for long periods of time and possibly physical altercations.
- Administer basic emergency CPR/first aid
- Transport or escort inmates (hostile, aggressive, passive, etc.) using handcuffs and other approved restraints in accordance to policy and procedure.

- Read and comprehend legal and non-legal documents including the processing of such documents as medical instructions, court ordered commitments, release orders, summons, and other documents
- Maintain equipment and uniforms in functional condition as prescribed for by departmental policy.
- Maintain and inventory inmate property and storage
- Collect, resolve and/or direct to appropriate individual or division, inmate complaints, grievances or requests.
- Process and release inmates including taking photographs and legible sets of inked fingerprints, and/or palm prints.
- Report facility mechanical failures
- Perform related duties and other responsibilities as assigned
- Apply knowledge and reason to make prompt and effective decisions quickly in both routine and non-routine situations including those situations that would be considered “life and death”. Evaluate alternatives; make sound decisions in a timely manner, assess a situation quickly and take appropriate actions
- Write clearly and concisely; use acceptable grammar, punctuation and spelling; write reports which are organized, complete, accurate and factual
- Adapt to changes in working conditions (e.g., changes in assignment, shift changes and different types of incidents either incidentally or continuously, etc.)
- Proceed on assignments without waiting to be told what to do; make an effort to improve skills and keep informed of new developments in field; exert the effort needed to make sure the job is done right, the first time; be consistently productive

Application form may be downloaded and filled out on your computer. The final page will need to be printed and notarized and added to the completed application. You may email to CAREERS@okcountydcc.net. You can also print the entire application and mail it in or drop it off at the address below.

Must be able to perform these duties with or without special accommodations.

All applications need to be turned into:
 Oklahoma County Detention Center
 201 N. Shartel Ave.

Oklahoma City, OK 73102

Special Requirements

Able to work any schedule, to include nights, weekends and holidays.

