



## DEPUTY FIRST CLASS DETENTION

**Job Code:** Grade 11  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To:** Sergeant  
**Classification Type:** Safety Sensitive  
**Primary Worksite Location:** Sheriff's Office

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.*

Regular and Reliable attendance required

### GENERAL DESCRIPTION

The Deputy First Class is a crucial figure in ensuring the safety and security of the County Detention Center. Working under the supervision of a Sergeant, the Deputy is responsible for managing and supervising both felony and misdemeanor detainees in compliance with federal, state, and local laws. This role encompasses overseeing detainee intake, handling property, and ensuring detainees' rights and basic needs are met while maintaining order and security within the facility.

The Deputy First Class must ensure the facility's safety by conducting routine searches, monitoring detainee behavior, and operating surveillance systems. The position requires professional and humane handling of detainees, facilitating their access to legal, medical, and social services, and overseeing their court appearances and transfers. This role involves regular



## WASHINGTON COUNTY

---

### *Job Description –Deputy First Class Detention*

communication and collaboration with internal divisions, external law enforcement agencies, legal personnel, and medical professionals.

As a safety-sensitive position, the Deputy First Class is subject to pre-employment, reasonable suspicion, and random drug and alcohol testing. The role involves exposure to high-stress, potentially dangerous situations, requiring rapid decision-making, physical readiness, and adherence to strict security protocols. Continuous training in security procedures, self-defense, and detainee restraint techniques is mandatory. Deputies are expected to uphold high ethical standards, professionalism, and integrity, representing the Sheriff's Office in all public and official interactions.

### **Essential Duties and Responsibilities**

#### **Detainee Intake, Property Management, and Release**

Professionally handle and process detainee intake, ensuring that all necessary paperwork from the arresting officer is complete to protect the Sheriff's Office from potential civil lawsuits. Manage detainees' personal property, including large sums of cash, valuables, and other personal effects, ensuring accurate inventory and secure storage throughout their detention. Oversee the release process, ensuring all legal procedures are followed, and detainees' property is returned according to facility policies.

#### **Key Control and Facility Security**

Maintain strict control over facility access by managing and securing all keys within the Detention Center. Operate and monitor security systems, including surveillance cameras, electronic door systems, and motion detectors, ensuring proper function to prevent unauthorized access and escapes. Conduct regular security checks on detainees, their cells, and common areas to identify and confiscate contraband, weapons, or other prohibited items.

#### **Detainee Supervision and Care**

Supervise and manage the daily activities of detainees, including exercise, meals, visitation, and telephone use, while ensuring compliance with security protocols. Facilitate detainee requests for legal counsel, clergy visits, and participation in educational or religious programs. Administer medications and oversee medical care, ensuring timely distribution of prescriptions and adherence to medical instructions, especially for detainees with communicable diseases or mental health conditions. Supervise detainees in quarantine and ensure safety measures are enforced.

#### **Emergency Response and Crisis Management**

Respond immediately to emergencies, such as physical altercations, medical incidents, fires, or escape attempts, using appropriate procedures to control the situation and protect detainees and staff. Utilize advanced training in self-defense, non-lethal tactics, and crisis de-escalation techniques to manage volatile situations. Communicate with emergency units, reporting critical incidents as necessary.



### **Documentation and Reporting**

Maintain detailed records of detainee activities, including intake, daily logs, medical treatments, incident reports, and court schedules. Prepare comprehensive reports for potential legal action and ensure all documentation is accurate and available for Federal, Circuit, and District Court cases. Keep updated on policy changes to ensure facility operations remain compliant with regulations.

### **Training and Continuing Education**

Attend a minimum of 40 hours of continuing education annually, which includes certification for the Arkansas Crime Information Center (ACIC) and National Crime Information Center (NCIC). Stay proficient in detention operations through regular training in self-defense, crisis management, and legal procedures. Provide guidance and instruction to less experienced staff to enhance the overall effectiveness of the detention center's operations.

### **Public and Professional Interactions**

Assist with public relations events and collaborations with other agencies as needed, always representing the Sheriff's Office in a professional manner. Provide accurate information to non-represented litigants about court procedures while ensuring no legal advice is given. Disseminate detainee information and fingerprints to law enforcement agencies, ensuring adherence to confidentiality and legal protocols.

### **Detainee Transport and Court Appearances**

May occasionally facilitate the safe transportation of detainees to medical appointments, court hearings, and other designated locations, prioritizing the safety of detainees, staff, and the public. Collaborate with the court system to ensure timely attendance at all required court appearances, meticulously managing legal documentation to prevent scheduling conflicts.

### **Special Assignments**

May be required to work during special assignments where law enforcement action is necessary. In these situations, demonstrate the ability to assess circumstances quickly, implement appropriate safety measures, and coordinate with other law enforcement agencies as needed. Ensure compliance with departmental policies and procedures while maintaining a focus on public safety and effective communication.

### **Maintenance and Facility Operations**

Monitor and maintain emergency equipment, food supplies, and security systems to ensure the facility operates efficiently. Supervise trusty assignments, ensuring detainees complete their work tasks safely and in compliance with facility rules. Conduct regular facility inspections to maintain cleanliness, address maintenance issues, and ensure adherence to safety standards.

### **Detainee Behavior Management and Conflict Resolution**

Maintain order and discipline within the detention center, addressing disruptions, violent behavior, or escape attempts promptly. Use negotiation and de-escalation techniques to resolve



## WASHINGTON COUNTY

### *Job Description –Deputy First Class Detention*

conflicts among detainees and between detainees and staff. Isolate and closely monitor problematic detainees to ensure the safety of all individuals within the facility.

#### **Legal Compliance and Risk Mitigation**

Ensure detainees' rights are upheld in accordance with the law, providing access to legal, medical, and social services as required. Implement facility policies that minimize the risk of civil lawsuits and ensure that all procedures comply with federal, state, and local regulations. Maintain knowledge of legal decisions and updates that impact detainee management and adjust practices to remain compliant.

Assist in public relations events and collaborations with outside agencies.  
Monitor commissary and inventory, ensuring detainees have access to necessary supplies.  
Supervise trustees in meal preparation and facility cleaning.  
Maintain the safety of all facility personnel and detainees.

Other duties as assigned by the Sergeant or other supervisory personnel.

## **QUALIFICATIONS**

#### **Education and Experience**

Candidates should have knowledge in a specialized area, such as basic accounting or computer skills. A minimum of a high school diploma or GED is required, alongside specialized training equivalent to two years of college (including night, trade extension, or correspondence courses). Additionally, candidates must possess two years of relevant experience and/or training, as well as 1 to 6 months of related management experience, or a suitable combination of education and experience.

All candidates must complete jail standards certification training and the Detention Training Officer program. Familiarity with jail operations, basic first aid, CPR certification, and an understanding of bloodborne pathogens are essential. Knowledge of county policies, federal and state laws, self-defense, and physical restraint procedures is also required.

At least one year of experience as a professional detention officer or equivalent.  
Completion of the 80-hour state-certified Jail Standards course or equivalent.  
Completion of the 172-hour state-certified Detention Training Program or equivalent.  
Successful completion of the Arkansas Law Enforcement Training Academy (ALETA) or equivalent.

Candidates must demonstrate strong oral and written communication skills, the ability to maintain professionalism under pressure, and excellent judgment and observational skills. They should also be capable of training others effectively and responding swiftly to emergencies while maintaining composure in high-stress situations.



## WASHINGTON COUNTY

---

### *Job Description –Deputy First Class Detention*

#### **Working Conditions**

Candidates will work in both indoor and outdoor environments where they may encounter hazardous conditions and life-threatening situations, such as fire, chemicals, electrical sources, heights, or dangerous individuals.

#### **Physical Demands**

The physical activities required for this job include regular standing, walking, sitting, handling objects with hands, reaching with arms, and communicating verbally. Candidates must frequently climb, balance, stoop, kneel, crouch, or crawl, and they should be able to occasionally lift and/or move items over 100 pounds. Visual acuity is necessary for inspections, recognizing individuals at a distance, and observing details in incidents. Auditory acuity is required to hear conversations and distinguish between normal and abnormal sounds in a detention environment.

#### **Other Skills and Abilities**

Candidates must be familiar with operating the AFIS (Automated Fingerprint Identification System) and must have the capability to be certified for the ACIC (Arkansas Crime Information Center) and NCIC (National Crime Information Center) systems. A clean background check is mandatory; candidates must not have any felony convictions and must undergo a comprehensive background investigation, polygraph examination, and credit history check prior to selection. A physical and mental evaluation must be completed within the first thirty days of employment, and candidates must possess a valid Driver's License.

This position involves elements of personal danger and high levels of physical, emotional, and mental stress while interacting with individuals in various situations. Candidates must demonstrate effective oral and written communication skills, especially under challenging conditions, and should possess good judgment, strong observational skills, and the ability to train others in apprehending and detaining offenders. High ethical standards are essential; candidates should exhibit honesty and integrity and refrain from any dishonest or unethical behavior. The ability to identify problems, gather data, establish facts, and draw valid conclusions is crucial. Candidates must also be able to interpret a range of county, state, and federal laws, make quick decisions, and respond effectively to emergencies, whether natural or man-made. Proficiency in operating a calculator, computer, and typewriter is also required.

#### **Disclaimer**

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.



WASHINGTON COUNTY  
*Job Description –Deputy First Class Detention*

---

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_