

Criminal Investigations Commander
Captain Marcus Sewell

Uniform Patrol Commander
Captain Brendan Garland

911 Communications
Director Carlton Chester

Office of the Sheriff Lumpkin County

Sheriff Stacy M. Jarrard
Major Douglas E. Cochran

Jail Commander
Captain James Morrison

Court Services Commander
Captain Jeff Brown

Date: February 21, 2023

Agenda Item: Request for Detention (Jail) Booking Officers

Item Description: Under general supervision by the shift supervisor, this position ensures the security and protects the property of the facility, completes the admission process of inmates, prevents escapes, controls behavior of inmates, and protects inmates from each other as well as themselves. This employee must show diligence in maintaining an inmate count, and be able to take custody and control of the personal property of inmates. The employee must also adhere to definite procedures established by the department to ensure that the inmates' constitutional rights are observed. This position requires independent judgment and discretion in difficult or unusual situations, and involves personal danger and psychological stress. A person in this position does not supervise other employees.
(Also see attached Job Summary and Major Duties)

Facts & Historical Information:

Currently, the staffing for the Detention Center Jail Officers stands at 20. This equates to (2) day shifts of 5 officers each and (2) night shifts of 4 officers in the actual Housing Unit and (2) assigned Booking Officer to split shifts. Booking Officers operate Monday through Friday during high intake and release periods. However, after 2200 hours on weekdays and furthermore on weekends there are no Booking Officers assigned. Coverage then is required to be subtracted from Jail Officers assigned in the Housing Unit.

Potential Courses
of Action:

A. Increase Jail Officer Staffing by 2. This will align both day and night shifts with a total of 5 officers. In addition this will benefit Prisoner Intake and Discharge after 2200 hours and furthermore on weekends when no assigned Booking Officer is present and on-duty.

B. Increase Jail Officer Staffing for Booking by 3. This will cover all Booking Duties Monday through Sunday focusing on High Intake and Releases. This will also provide for unity, consistency and safety with Detention Center Booking Area. After 2400, the Housing Unit will be responsible for maintaining the Booking Area.

C. No Action. Failure to adopt any/or all recommended actions indicated in A. or B., will create a shortage from the Housing Unit after 2200 hours on weekdays and 24-hour rotations on weekends. It is further noted, that the Booking Area supervises 2 Holding Cells, 1 Watch Cell and 1 Medical Cell. Therefore, a minimum of 2 officers are needed for adequate supervision in the Booking Area at all times.

Budget Impact: Course of Action A., each officer with benefits \$50,191.00 x 2 = \$100,382.00.
Course of Action B., each officer with benefits \$50,191.00 x 3 = \$150,573.00.

Staff

Recommendation: **Course of Action B** is recommended. This action will maintain security and control of both the Housing Unit and Booking Unit during High Intake and Release Periods.

JOB TITLE: Detention Officer

DEPARTMENT: Sheriff, Lumpkin County

JOB SUMMARY: This position is responsible for maintaining security at the jail, safety of the inmates, along with maintaining all legal documents and records for inmates at the jail.

MAJOR DUTIES:

- Supervises and monitors the actions and movement of inmates in the holding cells; mediates disturbances in the booking and housing units.
- Inspects holding cells for contraband or unauthorized items; searches blocks for weapons, drugs, fire hazards, and tampered door and window locks; performs exterior checks for broken windows and other signs of destruction or attempts at escape.
- Inspects all inmates' mail for sexual content, contraband, escape plans, or threats towards officers or victims.
- Receives and processes all prisoners in the detention center; performs all inmate intake and booking functions, including searching, fingerprinting and photographing inmates.
- Performs initial search for contraband or weapons; collects, inventories, and stores all property for safe-keeping in property room; maintains inmate records pertaining to status and personal property in computer system and paper files.
- Provides security for the internal and external operations of the detention center.
- Provides security and assists with the supervision of the food service contractors, the medical staff, and the GED service providers.
- Provides security and supervision for off-site inmates.
- Responsible for scheduling inmates for the use of the Law Library.

- Generates documentation for first appearances before the Magistrate Court; completes paperwork for the bonding out and release of inmates.
- Prepares reports on jail and inmate activities.
- Coordinates inmate exchanges with other correctional facilities.
- Utilizes GCIC to access criminal histories for incarcerated persons; communicates with probation, parole, courts, District Attorney's office, consulates, and other correctional facilities regarding the legal status of inmates.
- May enter and clear information through GCIC.
- May transport inmates to such locations as court appearances, medical appointments, and other correctional facilities; maintains security of inmate while away from the detention center; documents transport details in log.
- Trains newly hired officers in the field training program.
- Maintains the security of the facility by conducting security checks, settling disputes, and performing cell searches and inspections; conducts outside perimeter checks.
- Monitors suicidal, mental health, and medically ill inmates.
- Issues meals, clothing, linens, and personal items to inmates.
- Supervises inmate programs, including recreational, legal, health care, visitation and religious services; including the supervision and security of the citizens that represent said programs.
- Supervises inmates performing such assignments as cleaning and maintaining the Sheriff's Office.

- Checks the jail docket; observes locations and activities of inmates.
- Assists with the cleaning and maintenance of the facility as needed; identifies maintenance problems.
- Supervises outside visitors and visitation for inmates
- Supervises inmates on work detail.
- Searches trustees returning from outside work details for contraband or weapons.
- Enters and logs in all warrants in warrant log and GCIC; obtains case number for each warrant; creates file for each warrant; prints list of current warrants for Deputy Sheriff's; maintains warrant file in Zuercher.
- Corresponds with other agencies concerning active warrants from Lumpkin County as well as from other counties.
- Conducts daily store and mail calls.
- Attends training classes as required.
- Assists in fingerprinting of the general public.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of law enforcement and corrections processes, including booking procedures.
- Knowledge of basic bookkeeping practices.
- Knowledge of applicable state and federal laws and county and departmental policies and procedures.

- Knowledge of first-aid and CPR techniques.
- Knowledge of the use of an AED, naloxone, and the universal precautions for biohazard safety.
- Knowledge of basic computer skills.
- Skill in performing basic mathematical calculations.
- Skill in the use of audiovisual surveillance equipment.
- Skill in the use of specialized equipment.
- Skill in interpersonal communication.
- Skill in the use of physical restraint methods and equipment.
- Skill in oral and written communication.

REPORTING INSTRUCTION: The Sergeant assigns work in terms of general instructions. The work is reviewed for accuracy, compliance with instructions and procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal and state laws, county ordinances, GCIC/NCIC rules and regulations, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in providing for inmate security at the jail. The variety of situations encountered at the jail contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain security at the jail. Successful performance helps ensure the safety of the community and the efficient operation of the jail.

PERSONAL CONTACTS: Contacts are typically with co-workers, inmates, attorneys, visitors, clergy, other law enforcement personnel, various court personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running or stooping. The employee occasionally lifts light and heavy objects and must be able to restrain people.

WORK ENVIRONMENT: The work is performed in a jail. The employee is exposed to noise and contagious or infectious diseases. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Ability to meet departmental physical fitness standards.

***FOR SPECIAL EMPHISIS SEE ATTACHED**