

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE:          DETENTION OFFICER I**

**JOB SUMMARY:**

The incumbent has the primary responsibility for maintaining order and discipline at the Centre for the safety and security of detainees.

**REPORTS TO:**                  Detention Officer II

**SUPERVISION GIVEN TO:**

**DUTIES AND RESPONSIBILITIES:**

- Ensures that detainees comply with the rules and regulations of the Centre by way of direct observation, patrols, surveillance devices, inspections and searches.
- Monitors detainees' movements within the Centre to ensure compliance with established procedures.
- Transports/escorts detainees who are required to travel to and from the Centre.
- Responds expeditiously to emergency situations including detainee riots, upheavals and escapes.
- Conducts investigations with a view to arresting detainees who escape from the Centre.
- Assists in allocating detainees to housing units.
- Records and reports detainees grievances and explains procedures to them.
- Assists with the supervision of detainee activities including visits, recreation, messing and religious activities.
- Prepares and submits reports on work related activities.
- Perform other related duties.

**KNOWLEDGE, SKILLS AND ABILITIES**

**ROLE SPECIFIC TRAINING:**

- Training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution.
- Passing of a physical agility test and medical examination.

**SKILLS AND ABILITIES:**

- Ability to function efficiently in a volatile, stressful environment.
- Ability to analyse situations objectively and quickly determine the proper course of action to be taken.
- Ability to work both independently and as a member of a team.
- Ability to operate radio controls, and use firearms, restraint devices and other similar paraphernalia.

Detention Officer I Page 1 of 2

- Ability to perform physical activities for the control and supervision of detainees including standing, walking for long periods, lifting and/or moving heavy objects, and exerting force to subdue combative detainees.
- Ability to work long hours and also at nights, on weekends and on public holidays.
- Ability to ensure the confidentiality of privileged information.

	<ul style="list-style-type: none"><li>▪ Written and verbal communication skills at a level commensurate with the responsibilities of the position.</li><li>▪ Basic computer literacy.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>▪ At least five (5) years work experience in policing, corrections or security.</li><li>▪ Appointment as a Special Reserve Police Constable by the Commissioner of Police.</li></ul>	