

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: WOMAN 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.
- 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.
- 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.

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- Ability to work long hours and also at nights, on weekends and on public holidays.
- Ability to ensure the confidentiality of privileged information.
- Written and verbal communication skills at a level commensurate with the responsibilities of the position.
- Basic computer literacy.

MINIMUM EXPERIENCE AND TRAINING:

- At least five (5) years work experience in policing, corrections or security.
- Appointment as a Special Reserve Police Constable by the Commissioner of Police.