

BUFFALO COUNTY SHERIFF'S DEPARTMENT JOB DESCRIPTION
JANUARY 2003

I. JOB TITLE: DETENTION CENTER NURSE

II. CHARACTERISTICS OF THE JOB

1. UNDER GENERAL SUPERVISION, THE DETENTION CENTER NURSE PERFORMS WORK IN THE PRACTICAL ASPECTS OF THE MORE ADVANCED NURSING TECHNIQUES OF PATIENT CARE IN THE CARE OF INMATES IN THE BUFFALO COUNTY DETENTION CENTER.

III. JOB ESSENTIAL FUNCTIONS

1. GIVES EMERGENCY TREATMENTS ACCORDING TO POLICY AND PHYSICIAN'S ORDERS.
2. ACCURATELY MAINTAINS MEDICAL RECORDS.
3. OBTAINS SPECIAL DIETS FOR INMATES WITH SPECIAL DIETARY NEEDS AND INSURES FOOD SERVICE PERSONNEL HAVE DIETARY INFORMATION.
4. DISPENSES MEDICATIONS WITHIN ONE HOUR OF ORDERED TIME UTILIZING CORRECTIONS STAFF.
5. SECURES CONTROLLED SUBSTANCES AND MEDICATIONS.
6. SENDS INMATES OUTSIDE THE FACILITY FOR EMERGENCY TREATMENT WHEN NECESSARY.
7. HELPS TO LIFT AN UNCONSCIOUS INMATE (MINIMUM 40 POUNDS) OR CONTROL A SEIZURING INMATE.
8. VISUALLY OBSERVES INMATES IN THE COURSE OF DUTIES FOR SIGNS OF ILLNESS, INJURY, OR DISEASE.
9. HANDLES SICK CALLS WITH INMATES, OFFERS ROUTINE TREATMENT AND/OR REFERS TO ON-CALL PHYSICIAN OR OUTSIDE AGENCIES ACCORDING TO POLICY AND PHYSICIAN'S ORDERS.
10. DISPENSES MEDICATIONS BY SETTING UP INMATE MEDICATIONS IN PACKETS WITH "NAME, DATE, TIME, AND TYPE OF MEDICATION" TO BE ISSUED BY CORRECTIONS OFFICERS ON DUTY.
11. INTERACTS EFFECTIVELY WITH INMATES BY PRACTICING GOOD COMMUNICATION SKILLS, GOOD PROBLEM RESOLUTION SKILLS, AND POSITIVE DISCIPLINE TECHNIQUES.
12. USES EFFECTIVE PUBLIC RELATIONS SKILLS.
13. WORKS WITH THE BUFFALO COUNTY ATTORNEY'S OFFICE IN PROVISION OF INFORMATION AND COURT TESTIMONY AS REQUIRED.

14. MAINTAINS RELATIONSHIPS WITH COLLEAGUES AND SUPERIORS WHICH PROMOTE MUTUAL RESPECT AND ENHANCE OVERALL DEPARTMENT GOALS.

IV. EXAMPLE OF DUTIES

1. GIVES PHYSICAL EXAMINATIONS.
2. TAKES AND RECORDS TEMPERATURE, PULSE, BLOOD PRESSURE, AND RESPIRATIONS OF INMATES.
3. ADMINISTERS RELIEF MEASURES.
4. SETS UP, ADMINISTERS, AND RECORDS MEDICATIONS AND TREATMENTS.
5. CARRIES OUT ISOLATION TECHNIQUES IN SELECTED CASES.
6. REFERS INMATES TO DOCTORS WHEN REQUIRED.
7. MAKES ARRANGEMENTS FOR INMATES TO VISIT PHYSICIANS OUTSIDE THE FACILITY WHEN REQUIRED.
8. PREPARES REPORTS WHEN REQUIRED.
9. PERFORMS RELATED WORK AS ASSIGNED.

V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. KNOW THE PHILOSOPHY OF THE BUFFALO COUNTY SHERIFF'S DEPARTMENT.
2. KNOW THE OBJECTIVES OF THE BUFFALO COUNTY SHERIFF'S DEPARTMENT.
3. HAVE COMPLETE KNOWLEDGE OF THE POLICIES AND PROCEDURES GOVERNING THE BUFFALO COUNTY SHERIFF'S DEPARTMENT.
4. CONTINUE EDUCATION TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF CURRENT TRENDS AND DEVELOPMENTS IN CORRECTIONAL NURSING TECHNIQUES.
5. MAINTAIN PROPER COMMUNICATION WITH ALL PERSONNEL AND IN DOING SO, ENSURE THAT A WORKING RELATIONSHIP IS MAINTAINED AT ALL TIMES.
6. MAINTAIN TWO-WAY COMMUNICATION WITH OTHER DEPARTMENTS.
7. FOSTER GOOD PUBLIC RELATIONS WITHIN THE COMMUNITY.
8. WILL HAVE A THOROUGH KNOWLEDGE OF FEDERAL, STATE, COUNTY, AND CITY RESOLUTIONS.
9. MAINTAINS PROPER COMMUNICATIONS WITH ALL OTHER JUDICIAL SYSTEM DEPARTMENTS.

10. MUST COMPLETE ALL TRAINING REQUIRED AS PRESCRIBED BY STATE STATUTE AND DEPARTMENT GUIDELINES.

VI. QUALIFICATIONS

1. AGE OF 21 YEARS OR OLDER.
2. HIGH SCHOOL GRADUATE OR GED.
3. GRADUATE OF A REGISTERED NURSE SCHOOL AND MAINTAIN A CURRENT STATE LICENSE.
4. VALID NEBRASKA DRIVERS LICENSE.
5. NO FELONY OR SERIOUS MISDEMEANOR CONVICTIONS.
6. NO CONVICTIONS FOR DRIVING WHILE INTOXICATED OR RELATED OFFENSES IN THE PAST 24 MONTHS.
7. MUST BE OF GOOD MORAL CHARACTER.
8. MUST BE ABLE TO READ, WRITE, AND UNDERSTAND THE ENGLISH LANGUAGE AT THE ELEVENTH GRADE LEVEL.
9. MUST BE ABLE TO SUCCESSFULLY PASS A POLYGRAPH EXAMINATION.