



## **JOB DESCRIPTION**

### **DETENTION OFFICER**

#### **PURPOSE**

To perform a variety of duties in the protection of persons and property, and to perform a variety of technical and administrative tasks in support of the Police Department.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Detention Supervisor.

Exercises no supervision.

**ESSENTIAL FUNCTION STATEMENTS** — *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Perform booking procedures for inmates which may involve using handcuffs and other restraints; arrange transport of inmates and the mentally impaired to and from other agencies as needed.
2. Handle and process offenders.
3. Process and store evidence and property found at various crime scenes as needed; photograph subjects, property and maintain records.
4. Operate and maintain assigned vehicles and equipment.
5. Respond to requests for assistance from law enforcement and other agencies.
6. Fingerprint persons for handgun license, security certificates of occupancy, immigration documents and other licenses or certifications as necessary.
7. Conduct periodic checks of inmates as required; oversee and feed prisoners; ensure jail facilities are clean; sweep, mop, dust and clean jail cells and police station as assigned.

#### **Marginal Functions:**

1. May be required to work closely with Communication Specialists as needed.
2. May be required to provide translation of a foreign language.

3. Perform related and all other duties and responsibilities as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of assigned police program area.  
City personnel policies and procedures.  
Operational characteristics of police equipment and vehicles.  
Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

Interpret and apply applicable Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Operate a computer and other office equipment.  
Maintain confidentiality of certain City information.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *operating assigned equipment*

Maintain mental capacity which allows the capability of:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *recommending effective policies and procedures*
- *communicating clearly*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *standing, running, walking or sitting for extended periods of time*
- *effecting arrests*
- *subduing resisting individuals*
- *preparing and presenting material in a formal setting as needed*
- *operating assigned equipment including computer equipment*

**Experience and Training Guidelines** — *Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

None required.

### **Training:**

Equivalent to the completion of the twelfth grade.

### **License or Certification**

Possession of an appropriate, valid driver's license.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Safety environment; may be exposed to emergency environment including exposure to emergency and disaster situations; exposure to potentially hostile environments; exposure to dangerous and/or hostile people; animal and human body fluids; frequent contact with the public.

### **Physical Conditions:**

Essential and other important duties require maintaining physical condition necessary for moderate and heavy lifting; bending, stooping, kneeling; the use of fingers, both hand and both arms; the use of both legs; may be required to take offensive and/or defensive action during physical confrontations; standing or sitting for prolonged periods of time; the ability to operate motorized equipment and/or assigned vehicles; adequate speech and hearing required; carry, push, pull, drag or hold moderate to heavy weight objects; visual acuity and ability to distinguish color.