



DATE	July 2012
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Detention Officer
DEPARTMENT/DIVISION: Police
REPORTS TO: Police Sergeant

SUMMARY: Responsible for providing care and custody of detainees to include booking, finger printing, videotaping, conducting intoxilizer tests, and testifying in court. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Prepares and maintains legal documents and files on prisoners detained in the City jail, which includes: initiating booking procedures; gathering a variety of intake information on prisoners, including medical histories; inputting charges into applicable database; preparing paperwork for submittal to the Judge; photographing and fingerprinting prisoners; performing intoxilyzer testing; running criminal histories; providing Officers with warrant information; searching prisoners; and/or, performing other related activities.
- Supervises the behavior of prisoners in holding and jail cells, ensuring the safety and security of the jail. Works amongst contained prisoners.
- Performs a variety of activities in support of jail house operations, which may include: washing and issuing blankets, shoes, and mats; preparing simple meals for prisoners; escorting prisoners to arraignment proceedings before the Judge; monitoring cameras; answering telephones; and/or, performing other related activities.
- Performs a variety of administrative support activities, which may include: maintaining a variety of records and logs; answering telephones; monitoring video surveillance; maintaining the cash drawer; reconciling cash; maintaining the entry and exit of the jail area; providing customer service at the public window; accepting money for bond payments; completing bond forms; sending teletypes to external agencies; and/or, performing other related activities.
- Provides testimony during court hearings as required.
- Drives a prisoner transport van to and from county jail facilities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of customer service principles;
- Knowledge of recordkeeping principles and practices;

- Knowledge of filing techniques;
- Skilled in handling multiple tasks simultaneously;
- Skilled in operating modern office equipment;
- Skilled in mitigating hostile situations;
- Skilled in keyboarding;
- Skilled in handling cash;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in maintaining sensitive and confidential information;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year of related experience (e.g. administrative, customer service, security, jailer).
- Must obtain CPR, First Aid, Intoxilyzer Operator Certification, NCIC/TCIC Certifications and TCLEOSE Certification within one year.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in a jail setting.
- Exposure to fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.