



<b>DATE</b>	September 2016
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Part-Time Detention Officer  
 DEPARTMENT/DIVISION: Police  
 REPORTS TO: Detention Supervisor

**SUMMARY:** Responsible for performing prisoner transfers to county courts and prisoner pickups from municipalities as directed, providing care and custody of detainees to include booking, finger printing, videotaping, and testifying in court. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Prepares appropriate prisoner transfer paperwork; verifies, secures and transports prisoner property with prisoners being transferred; prioritizes and plans appropriate transfer routes; secures prisoners for safe transport; inspects prisoner transport van to ensure safe and secure operation before and after transfers; and drives a prisoner transport van to and from county jail facilities and other municipal facilities as assigned.
- Supervises the behavior of prisoners during transfer activities, ensuring the safety and security of the public, prisoners, and officers during transfer activities.
- 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; 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; 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.
- 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 monitoring and restraining inmates;
- Skilled in communicating effectively with a variety of individuals;
- Skilled in operating a large prisoner transport van;

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Two years of municipal, county, state, or federal jail experience.
- Must obtain CPR, First Aid, and NCIC/TCIC Certifications within one year.
- Possesses and maintains a current valid Texas Drivers License.

**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 background and criminal history check.
- Must pass motor vehicle records check.