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

**SUMMARY:** Responsible for providing care and custody of detainees to include booking, fingerprinting, videotaping, conducting DWI blood draws, 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 DWI blood draws; 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;
• Skilled in physically restraining prisoners who may be resisting using proper techniques;
• Skilled in conflict management and de-escalation techniques.

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, Blood Draw Certification, NCIC/TCIC Certifications, and successfully complete TCOLE Detention Officer training within 12 months of employment.
• Must successfully complete On the Job Detention Officer Training.
• Must be able to work twelve (12) hour shifts including evenings and weekends.

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.
• Must pass a physical examination.
• Must pass a psychological examination.
• Must pass a polygraph examination.