

DETENTION OFFICER TRAINEE

JOB DESCRIPTION

Classification Responsibilities: A Detention Officer Trainee learns to perform the full scope of duties of a Detention Officer through a structured, on-the-job training program in accordance with established procedures and requirements set forth in federal/state laws, City ordinances, and department orders. Duties that are learned include: taking custody of prisoners from arresting officers; booking prisoners into the City jail by completing required documentation and forms; fingerprinting prisoners; verifying the identification of persons in custody and checking for outstanding warrants; escorting prisoners to and from court and processing necessary paperwork; handling video arraignment court sessions for prisoners; and bonding out prisoners according to established guidelines. A Detention Officer Trainee learns to be responsible for the security and welfare of prisoners, which involves providing meals and dispensing medicine, as well as maintaining the jail. This class is responsible for performing related duties as required.

Distinguishing Features: This is a civilian, trainee class that works in the City's detention facility, which operates twenty-four hours a day, seven days per week. Training received is in an academy format and requires learning and applying specific knowledge and skills relative to the booking, detention, and release of male and female adult prisoners. As training progresses, employees are expected to demonstrate the ability to work independently and exercise good judgment under pressure in order to maintain a secure and orderly detention facility. An employee in this class is subject to verbal and physical abuse from prisoners, required to physically search prisoners, and use sufficient legal force to restrain violent/combative prisoners. Supervision is received from a Detention Shift Supervisor. An employee can progress to the classification of Detention Officer after successful completion of training and achievement of satisfactory performance evaluations. Employees in this class work rotating shifts, including holidays and weekends. This class is FLSA nonexempt.

Transport Assignment: One of the responsibilities of the holding facility and its detention staff is the transporting of prisoners to and from the county jail and other law enforcement agencies. This assignment requires a Detention Officer Trainee to carry a firearm, complete additional training, and complete and maintain firearms qualifications.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. A minimum of one year of public contact experience. **Transport Assignment:** Incumbents are required to complete Armed Civilian Transport training within one year of hire date, and must complete and maintain firearms qualifications.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation and medical examination. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

Must possess a valid Arizona Driver's License by hire date. **Transport Assignment:** Required to pass a more detailed psychological evaluation.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Employment experience as a sworn law enforcement officer, corrections/detention officer, or military experience is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates first with an instructor, and then as training progresses with prisoners, the general public, other City employees, court officials, and other agency personnel in order to: book prisoners into jail; direct prisoners in compliance with fingerprinting and photographing procedures; arrange for visitor permits and inquiries; discuss and verify charges with arresting officer; advise judges regarding pertinent case information; and inform victims when prisoners are released. May testify in court. Produces written documents including booking slips, fingerprint cards, checklists, sign out lists, memos, and departmental reports in order to book prisoners for court arraignment.

Manual/Physical: Escorts prisoners to and from court. Transfers prisoners from one cell to another. Sorts, separates, and arranges documents in a booking packet to submit to a Detention Shift Supervisor for review. Operates a prisoner transport van requiring a standard Arizona Driver's License to transport prisoners to and from various jail annexes, which involves loading and unloading prisoners from the transport van. Secures and inventories prisoner's personal property. Fingerprints prisoners. Operates a computer, typewriter, copier, printer, camera, microwave, and cooking oven in order to book and feed prisoners in custody. Enters information into a computer in order to: record booking records, run a criminal history check, and check for current warrants on prisoners. Moves light objects (cell doors and food carts) short distances (up to 15 feet) in order to feed or move prisoners. Cleans the jail and messes made by intoxicated or mentally disturbed prisoners, by utilizing janitorial service, if necessary. Observes and monitors the status and behavior of prisoners in order to comply with prescribed operating and safety standards. Observes, inspects, and monitors jail conditions including the cleanliness and orderliness of jail cells, in order to comply with prescribed operating and safety standards and to safeguard against any potential hazards. Detects smoke or other toxic materials, which may affect the safety of prisoners. Uses specialized, non-routine, protective equipment when exposed to hazardous agents and chemicals. Detects hazardous situations by hearing screams for help from officers or prisoners. Assists officers in handling combative, uncooperative, and argumentative prisoners. Performs physical searches of prisoners.

Mental: Learns the procedure to ensure timely court appearances of all prisoners. Determines how to separate prisoners and house them in jail cells. Comprehends and makes inferences from departmental policies and procedures and court decisions in order to correctly book and release prisoners. Determines bond amounts and the release of prisoners according to established guidelines. Learns how to verify charges indicated by arresting officer. Determines proper Arizona Department of Public Safety criminal history offense codes. Determines when medical attention is required. Learns job-related material

through on-the-job training and in a formal classroom setting regarding the booking, care, and handling of prisoners.

Knowledge/Skill/Abilities:

Knowledge of:

the operation and services normally provided by police departments; and public relations techniques.

Skill in the use of firearms and operation of a motor vehicle, if specially assigned to transportation duties.

Ability to:

learn the operation and services provided by a City jail facility;
acquire a working knowledge of jail procedures;
operate a computer terminal to retrieve warrant and records information on prisoners;
learn first aid and Cardiopulmonary Resuscitation (CPR) procedures;
deal effectively with upset individuals, and when required, use sufficient physical force to complete the jailing and detention of City prisoners;
handle negative comments and feedback from prisoners;
recognize unusual medical, physical, or mental conditions of prisoners;
fingerprint and photograph prisoners;
remember details, and quickly carry out procedural steps;
deal tactfully and courteously with the public;
obtain a Food Handler's Permit from Maricopa County; and
establish and maintain effective working relationships with supervisors and coworkers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/fl/co

CS3639.DOCX (Full-time) PAY GRADE: 41

CS3656 (Part-time) PAY GRADE: 41

EEO-P/S

NDOT SAFETY-Yes SECURITY-Yes

NDOT RANDOM-Yes

DOT SAFETY-No CDL-No

RESP-Yes IND-7720

JOB FCTN-PUB SWORN-No

INCREMENTS 62-200