

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 inmates from arresting officers; booking inmates into the City jail by completing required documentation and forms; fingerprinting inmates; verifying the identification of persons in custody and checking for outstanding warrants; escorting inmates to and from court and processing necessary paperwork; handling video arraignment court sessions for inmates; coordinating and communicating with other jail facilities regarding inmate transfer and movement; performing field drug testing on drugs found on the individual; processing evidence discovered on inmate; applying electronic monitoring devices to inmates per court orders; and bonding out inmates according to established guidelines. A Detention Officer Trainee learns to be responsible for the security and welfare of inmates, 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 adult inmates. 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 inmates, required to physically search inmates, and use sufficient legal force to restrain violent/combative/mentally ill inmates. Supervision is received from a Detention Sergeant. 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 inmates 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

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

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. Must possess a valid Class D

Arizona Driver's License by hire or promotion 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/pre-placement and random 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 inmates, the general public, other City employees, court officials, and other agency personnel in order to: book inmates into jail; direct inmates in compliance with fingerprinting and photographing procedures; answer high volume of incoming calls from the public regarding inmates; discuss and verify charges with arresting officer; advise judges regarding pertinent case information; and inform victims when inmates are released. May testify in court. Produces written documents including booking packet, fingerprint cards, checklists, sign out lists, inventory logs, memos, and departmental reports in order to book inmates for court arraignment. Contacts Immigration Customs Enforcement (ICE) to verify inmate's legal status.

Manual/Physical: Escorts inmates to and from court. Transfers inmates from one cell to another. Sorts, separates, and arranges documents in a booking packet to submit to a Detention Sergeant for review. Operates a prisoner transport van requiring a standard Class D Arizona Driver's License to transport inmates to and from various jail annexes, which involves loading and unloading inmates from the transport van. Secures and inventories prisoner's personal property. Fingerprints inmates. Operates a: computer, copier, printer, camera, and microwave in order to book and feed inmates in custody. Enters information into a computer in order to: record booking records, run a criminal history check, and check for current warrants on inmates. Moves light objects (cell doors and food carts) short distances (up to 15 feet) in order to feed or move inmates. Moves heavy objects (combative or restrained inmates) long distances (up to 200 feet) without use of dolly, but with help from other employees. Cleans the jail of simple and bio-hazard messes made by inmates, by utilizing janitorial service, if necessary. Observes and monitors the status and behavior of inmates 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 inmates. Uses specialized, non-routine, protective equipment when exposed to hazardous agents and chemicals. Detects hazardous situations by hearing screams for help from officers or inmates. Assists officers in handling combative, uncooperative, and argumentative inmates. Performs physical searches of inmates. Restrains and monitors violent/combative/mentally ill inmates. Applies electronic monitoring devices to inmates per court order and may perform simple maintenance on devices as needed.

Mental: Learns the procedure to ensure timely court appearances of all inmates. Determines how to separate inmates and house them in jail cells. Comprehends and makes inferences from departmental policies and procedures, federal and state statutes, City codes and ordinances, and court decisions in order to correctly book and release inmates. Determines bond amounts and the release of inmates

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. Maintains composure and operational efficiency under high stress situations. Learns how to use drug identification instrument to perform field drug tests on items found on inmate. Learns job-related material through on-the-job training and in a formal classroom setting regarding the booking, care, and handling of inmates.

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 detention facility;
acquire a working knowledge of detention procedures;
operate a computer terminal to retrieve warrant and records information on inmates;
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 inmates;
handle negative comments and feedback from inmates;
recognize unusual medical, physical, or mental conditions of inmates;
fingerprint and photograph inmates;
remember details, and quickly carry out procedural steps;
deal tactfully and courteously with the public;
obtain a Food Handler's Permit from Maricopa County;
obtain certification in non-lethal weapons to include Taser and pepper spray;
learn how to operate field drug testing kit;
meet specific attendance and schedule requirements; 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 11/25

MR/sb

CS3639.DOCX (Full-time)

PAY GRADE: 46

CS3656 (Part-time)

PAY GRADE: 46

EEO-P/S

IND-7720

JOB FCTN-PUB

SWORN-No

Non-DOT Safety and Security-Y

Non-DOT Random-Y

CDL-N

DOT-N

RESP-N

INCREMENTS 57-200