

## DETENTION OFFICER

### JOB DESCRIPTION

**Classification Responsibilities:** A Detention Officer performs responsible work in operating a twenty-four hour/day City detention facility in accordance with established procedures and requirements set forth in federal/state laws, City ordinances, and department orders. Duties 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; transporting prisoners to and from the county jail and other law enforcement agencies; 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 is also 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:** A Detention Officer has successfully completed the structured training program required of a Detention Officer Trainee. The work requires the application of specific knowledge and skills relative to the booking, detention, and release of male and female adult prisoners. Work is performed under the supervision of a Detention Sergeant; however, incumbents often work without direct supervision, and are expected to exercise independent initiative and judgment in maintaining a secure and orderly detention facility. An employee in this class is subject to verbal and physical abuse from prisoners, and is required to physically search prisoners and use sufficient legal force to restrain violent/combatative prisoners. A Detention Officer works rotating shifts, including holidays and weekends. This class is FLSA nonexempt.

**Transport Assignment:** Incumbents will be required to carry a firearm.

### 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 and a minimum of one year's detention officer/corrections officer/sworn police officer experience **OR** successful completion of the structured training program for a Detention Officer Trainee. **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 verbally 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. Instructs others in a classroom setting regarding jail proceedings. 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 Sergeant for review. Operates a prisoner transport van requiring a standard Class D Arizona Driver's License to transport prisoners to and from various jail annexes. 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. 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:** Ensures 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. Prioritizes own work duties. Verifies 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:

modern police practices and methods;  
the operation and services normally provided by police departments; and  
jailing of male and female prisoners.

Skill in:

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

Ability to:

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;  
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 11/25

MR/sb

CS3930.DOCX(Full-time)

CS3980 (Part-time)

EEO-PSW

JOB FCTN-PUB

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 47

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IND-7720

SWORN-No

Non-DOT Random-Y

DOT-N

INCREMENTS 57-200