

CITY OF GLENDALE

TITLE:	Police Detention Officer	CLASS CODE:	619
REPORTS TO:	Police Technical Services Supervisor	GRADE:	18
DEPARTMENT:	Police	FLSA:	N
JOB SPECIFICATION DATE: June 19, 2008 ab			

JOB SUMMARY

Books, maintains custody, transports, and releases prisoners. Works under the supervision of a Police Technical Services Supervisor.

ESSENTIAL FUNCTIONS

1. Takes custody of prisoners from arresting officer and books prisoners into the City jail.
2. Completes required documentation and forms, photographs and fingerprints prisoners, and conducts intoxicilizer test if requested by the arresting officer.
3. Searches prisoners, locks prisoners in jail cell, and secures their personal property.
4. Performs the data entry of arrest and offense charge information, verifies identification of person in custody, checks for outstanding warrants, and clears warrants into computerized criminal justice systems.
5. Enters all warrants and juvenile referrals into the pace system.
6. Cares for prisoners in custody, orders meals, inspects jail cells to insure safety, and seeks medical attention if needed.
7. Restrains prisoners with handcuffs and shackles and takes to City Court or other court system for initial, pre-trial, or arraignment appearances; accompanies defendants in courtroom and during meetings with public defenders or attorneys.
8. Transports prisoners to County jail or to other law enforcement agencies and completes booking process.
9. Releases prisoners from jail upon judge's order for release; verifies identification, returns personal property, processes releasing paperwork; Collects bond money.
10. Reviews and verifies monthly county prisoner housing cost billings.
11. Periodically fills in for Station Officer by taking crime reports over the phone and entering information into the computerized criminal justice system.
12. Performs daily laundry duties as required; Maintains cleanliness of detention area.
13. Takes prisoners from the neighboring Peoria City jail into custody.
14. Orders and maintains supplies.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Federal, state and city laws, regulations, and ordinances relating to the custody of prisoners
Criminal justice information systems
Department policies and procedures relating to prisoner/jail safety

Skill in:

The use of computerized information systems

Ability to:

Safely transport prisoners from one location to another; maintain jail safety practices

Accurately process prisoners into, and out of custody

Perform all booking procedures and tests

Establish and maintain effective working relationships with co-workers, city officials, other agencies and the general public

WORKING CONDITIONS

Handles hostile and combative prisoners

Exposure to communicable, infectious disease materials

MINIMUM QUALIFICATIONS

One year of experience as a detention officer.

Any equivalent combination of experience, education or training, that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license.

Must be Terminal Operator Certified by DPS within six (6) months of hire.