



Detention Officer

Department: Public Safety

SUMMARY: Responsible for the maintenance, security and welfare of the Detention Unit holding facility and the persons detained within it.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Oversee the daily assessment and operation of the holding facility, equipment inspection, facility inspection, sanitation, and fire safety.

Provide humane treatment and protection to all detainees within the facility

Perform tasks related to the detainees' care and custody including but not limited to legal and monitored visitation, meal preparation, work detail supervision, escort, transport, control and movement of detainees, Emergency Medical Service (EMS) and medical assessment, property inventory, detainee observation and release.

Maintain records related to the facility; completion of routine forms and reports; and completion of booking, fingerprinting and custody photographs; and infection control.

Provide support for access to programs, buildings and services.

Support City policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City, Government, police and custodial operations; judicial court proceedings.

Physical and verbal diffusion techniques and the proper protocol for application.

Skill in:

Operating a personal computer utilizing standard and specialized software.

Handling and using Police issued weapons and equipment including but not limited to ballistic vest, Oleoresin Capsicum (OC) spray, firearm, safety gloves, baton, handcuffs, and radio.

Operating various types of vehicles.

Determining the appropriate use of force in a situation.

MINIMUM QUALIFICATIONS:

Must possess a high school diploma or GED, and one (1) year fulltime paid experience as a corrections officer, jailor, detention, or police officer.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work requires extended periods of standing, sitting and working on intake equipment and a personal computer. May require lifting, pushing and pulling 50 to 100 pounds, reaching, bending and exerting force between 20 and 50 pounds. May be in contact with hostile and resistant individuals. Some field work may be required. Subject to exposure to hazardous conditions..

Adopted:

Revised: May, 2006; Jan, 2012; Jul, 2014; Nov, 2014; Dec 2019