## CITY OF RICHARDSON

JOB TITLE:	DETEN	TION OFFICER		APPROVED:		
DEPARTMENT:	Police					
CLASS CODE:	01030					
CIVIL SERVICE:	X	NON-CIVIL SERVIC	E:			
COMPETITIVE:	X	NON-COMPETITIV	E:			
EXEMPT:		NON-EXEMPT:	X			
FULL TIME:	X	PART-TIME:		EFFECTIVE: 07/3	30/10	
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#### **JOB SUMMARY:**

Under direct supervision, performs all duties necessary for the successful operation of the Detention Division. Must be available to work any shift, holidays and/or weekend days/nights as required for scheduling by supervision. In situations where there is a personnel shortage, must be able to competently work alone. Perform other related duties as required.

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#### **ESSENTIAL JOB FUNCTIONS:**

- Perform book-in and release of prisoners; prepare bonds and fine receipts.
- Visually, and through the use of remote video surveillance equipment, perform cell checks to monitor prisoner status and behavior.
- Fingerprint, photograph, handcuff and physically search prisoners.
- Facilitate prisoner visitations with relatives and legal counsel.
- Dispense medication as prescribed.
- Order prisoner food; prepare and serve meals to prisoners.
- Lock cell doors, take physical action to prevent escapes and/or assaults, subdue combative/violent prisoners.
- Escort prisoners from one area to another, including out-of-building escorts as required.
- Issue prisoner towels and personal hygiene articles; stock office supplies; inventory Divisional equipment and supplies.
- Clean Detention facilities.
- Assist in preparing appropriate documentation to ensure the timely transfer of prisoners.
- Collect, accurately count money and make change.
- Answer and place telephone calls related to prisoner status and transfer requests.
- Proficiently operate all equipment in the Detention facility, including typewriter, video and audio equipment, computer terminal, multi-line telephone, photography equipment, fingerprint equipment, cell door locks, personal alarms, two-way radio, emergency breathing apparatus, food preparation equipment, calculator, laundry equipment and other related equipment as required.
- Attend/testify in all criminal and civil courts when summoned.
- Attend training schools/seminars and other City related events, which may require travel (occasionally overnight).
- Climb, kneel, bend, crawl and/or stoop to perform physical searches of the Detention facility.
- Stand for extended periods of time in a confined space to process prisoners.
- Remove supplies from overhead storage cabinets.
- Drag and/or carry prisoner or employee with minimum weight of 168 pounds a minimum of 20 yards, in the event of injury or fire.
- Communicate courteously, effectively, and clearly, in English, verbally and in writing, with other city employees, officials, and the public.
- Perform basic mathematical functions.
- Maintain various paper and computer files.
- Accurately read and record information.
- Assist in training new employees and in completing written performance evaluations; assist in budget preparation.

# CITY OF RICHARDSON

Page Two Job Description Detention Officer

- Assist the public and Departmental personnel with requests by telephone, in written communications, and in person, at a service window.
- Must not pose a threat to the health or safety of self or others.
- Drive City vehicle to conduct City business.

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## REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

High school diploma or G.E.D. required. Valid Texas Driver's License, Class C or above, required.

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# EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Must have two years recent work experience. Must be able to pass: a background check on previous employment; motor vehicle record check; pre-employment examinations including written and oral exams; physical agility test; drug screening; polygraph examination; and post-offer physical and psychological medical examinations. Must be able to make correct decisions in stressful situations; have the ability to think clearly and act effectively in emergency situations; must possess good interpersonal skills, written communication skills, reading comprehension skills and ability to memorize and understand oral/written information and ability to perform basic numerical calculations.