



## City of Irving Job Description

### Senior Detention Officer

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Police
<b>Job Code:</b>	33342	<b>Reports To (Job Title):</b>	Detention Supervisor

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#### PURPOSE

To oversee City jail inmates, which includes providing care, administrative tracking, and physical control. To provide training, guidelines, and instruction to newly hired staff; general leadership to shift officers; and, in the appropriate Detention Supervisor's absence, act in a "backup" supervisory capacity.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Train detention officers, including demonstrations and presentations; Assist command staff in maintaining training manuals for new employees.
- Provide ongoing functional supervision to shift Detention Officers; provide backup to shift Detention Supervisor by serving as shift supervisor in the latter's absence.
- *As assigned*, stock office supply inventories and monitor detention center equipment and supplies.
- *As needed*, collaborate with the command staff in response to jail audits or inspections and participate in the planning and implementation of new policies as directed.
- Perform intake procedures for incarceration, which includes searching prisoners, receiving and logging personal property, screening prisoners for health concerns, and entering various text and graphic data into tracking systems.
- Conduct breath tests on prisoners arrested for DWI as required, which includes assisting patrol officers in the completion of offender processing, acting as video operator, witnessing assessment interview, and providing physical backup.
- Complete jail releases, which includes verifying tracking information and disposition of charges, releasing prisoner property, issuing court dates, preparing bonds, and assuring no outstanding warrants exist.
- Provide daily care of prisoners, including preparing and distributing meals, making hourly rounds to assure prisoner safety, delivering medications, and directing recreation.
- Operate central control panel and housing control panels, including elevators, doors, cameras, monitors, and PA system.
- Collect money and maintains cash drawer.
- Restrain and secure combative prisoners by using verbal skills, hand control techniques, restraints, TASER, and/or capicum spray.
- Instruct and oversee trustees in cleaning and maintaining jail, including sweeping, mopping, disinfecting, sterilizing, and laundering.
- Prepare for daily arraignments, which includes sending charges and reports to court clerk, restraining prisoners during hearing, releasing prisoners to community service, and determining disposition of bonding information.
- Attend court when requested, which includes assisting in explaining the details of the case and providing documents to the court.

- Document daily prisoner activity and submit daily report of shift activity.
- Report safety violations and assist in the planning of future policies and rules as they apply to the safety of staff, inmates, and the institution.
- Transport and/or escort prisoners to other locations or facilities.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Receive, stock, and inventory food orders for inmates.
- Issue personal hygiene items to prisoners and maintains inventory of hygiene items.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-10 employees.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position calculates and receives daily prisoner bond money; conducts daily credit card transactions for prisoner bonds; reconciles daily cash and credit card transactions; accepts cash for prisoner calling cards; and, maintains the cash drawer.

#### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

##### **EDUCATION**

- Equivalent to the completion of 12th grade.

##### **EXPERIENCE**

- Two (2) years of experience as a Detention Officer.

##### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Intoxilyzer 5000 TCLEOSE certification.
- Valid, appropriate, state-issued driver's license, or ability to obtain upon hire, is required.
- Appropriate NCIC/TCIC access certification.

## **KNOWLEDGE OF**

- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, and the democratic political process.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Jail Safety & Security: Principles and procedures for prisoner and officer safety, including use of force, search, and restraint.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.

## **SKILLS AND ABILITIES IN**

- Typing: Entering information using computer keyboard.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Speech Recognition: Identifying and understanding the speech of another person.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences in stressful situations.
- Oral Expression under Duress: Communicating information and ideas in speaking so others will understand in stressful situations.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Reading Comprehension: Reading and Interpreting documents.
- Problem Sensitivity: Understanding when something is wrong or likely to go wrong.
- Interviewing: Using oral language, social perceptiveness and reasoning skills simultaneously to elicit information.
- Multi-Tasking: Handling multiple tasks simultaneously.
- Written Expression: Communicating information and ideas in writing so others will understand.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Training and Direction: Effectively guiding and critiquing adult learners.
- Persuasion: Convincing others to approach things differently.
- Time Management: Managing time wisely to complete assignments on time.
- Self-Management: Working independently and with minimal supervision.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

This position interacts with: the public and various courts in regards to prisoner status and / or location; internal and external police officers as to incarceration and prisoner status; and with vendors and maintenance personnel in regards to jail equipment, prisoner subsistence, or jail repair.

## **EQUIPMENT AND PROPERTY**

The employee will be trained and responsible for having a working knowledge of the following: office equipment (computer, copier, fax machine, telephone, cash register, credit card machine, etc.); the Jail Door Control System and building security system; the Ten printer fingerprinting machine; the DWI Intoxilyzer machine; the Scot-Air-Pak breathing apparatus; and the police radio. Also, s/he will be responsible for the maintenance of detention officer issued equipment, as well as the maintenance and storing of prisoner property.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to listen, see, sit, and talk. Frequently, s/he is required to lift up to 10 pounds, push or pull, reach, stand, and walk. Occasionally, s/he is required to carry, drive a vehicle, grasp, and kneel. Specific vision abilities required by this job include close vision, distance vision, and color vision. Specific audio abilities required by this job include being able to identify voice recognition, specific tones, radio transmissions and background noises.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is Moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others, and to be capable of working shift work.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.