



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Detention Officer I & II

JOB NO: MT012114; MT036114

JOB FAMILY: Maintenance/Trades

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To participate in a variety of semi-skilled tasks involved in the processing of prisoners for detention in the municipal jail; to oversee the safety and well-being of all prisoners; and to provide responsible administrative and technical support to the detention function in a stressful environment.

SUPERVISION

General supervision is provided by a Police Lieutenant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Participate in a variety of tasks involved in processing prisoners for detention in or release from the municipal jail; record fingerprints; photograph prisoners in mug shots; prepare and review all appropriate paperwork.
3. Collect and securely store all property of the prisoners; assist in searching prisoners as necessary.
4. Place prisoners in jail cells; monitor cells regularly to determine prisoner well-being; count the prisoners at least twice during each hour; oversee and coordinate prisoner visitation; run a driver's license check for outstanding warrants on all visitors; distribute and check visitation badges.
5. Prepare and serve meals to prisoners; provide prisoners with personal health care items as appropriate.
6. Escort prisoners to and from cells; transfer prisoners to other jail facilities; attend court with prisoners as necessary; subdue hostile prisoners as necessary.
7. Clean all jail facilities; mop, sweep and scrub toilets and sinks; prepare empty cells for next prisoner.
8. Process paperwork for releasing impounded vehicles; prepare receipts for prisoners who are released on bond.
9. Staff the Police Information Desk; receive and direct visitors and complainants; take reports of crimes and offenses; evaluate incidents for immediate referral to commissioned personnel.

OTHER DUTIES AND RESPONSIBILITIES

1. Notarize legal documents as necessary.
2. Assist with processing police records as assigned.
3. Answers and directs public inquires in person or on the phone.

4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Detention Officer I

No experience required; type 20 wpm.

Detention Officer II

Two years experience as a City of Mesquite Detention Officer I.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and procedures involved in the detention function.

Safe work practices.

Modern office procedures, methods and computer equipment.

English usage, spelling, grammar and punctuation.

Business letter writing and basic report preparation.

Principles and procedures of record keeping.

Pertinent federal, state, and local laws, codes and regulations, particularly those regarding the handling of prisoners.

Skill in:

Operating various equipment including a 35 mm camera and an oven.

Subduing resisting individuals using specialized arrest tactics.

Ability to:

Obtain a valid Notary Public certification from the state of Texas within 5 working days of employment with the City. Failure to obtain certification will result in non-disciplinary termination.

Depending upon work assignment, obtain certification as an intoxilyzer operator from the Texas Department of Public Safety within one year of employment with the City, and maintain that certification by successfully completing annual re-certification administered by the Texas Department of Public Safety. Failure to obtain certification will result in non-disciplinary termination.

Learn methods for handling prisoners, arrest tactics and self-defense tactics.

Work during regular and irregular shift rotations, which may include weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.

Type at a speed necessary for successful job performance.

Maintain confidentiality in the performance of duties.

Work under stress and use good judgment in emergency situations.

Respond to requests and inquiries from the general public.

Plan, organize and manage time effectively.

Handle prisoners and use arrest tactics in an appropriate manner.

Maintain precise records.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Pass a medical physical examination.

Pass a psychological examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- *transporting records, equipment and property to various locations*
- *maintaining physical control over prisoners*
- *operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Director of Human Resources

Date

Department Director

Date

ORIGINAL DATE ISSUED: February 1993

REVISION DATE: January 1994; February 1998; March 1998; October 2005