



City of Phoenix

Detention Officer Trainee (NC)

Job Code:	62120	Job Function:	Police
Salary Plan:	006	Grade:	328
FLSA:	Nonexempt	Labor Assign:	Unit 3 AFSCME 2960
Benefit Cat:	003	EEO-4:	Protective Service NonSworn
SOC:	33-9099.00	Last Revision:	November 2022

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to learn to perform a variety of tasks involved with booking, maintaining custody, transporting, and releasing prisoners. Detention Officer Trainees must successfully complete a city specified Corrections/Detention certification training program, including firearms qualification, prior to completing initial probation. Evaluation of performance by a Police Sergeant, Detention Supervisor or other supervisor is made through the review of reports, observation and discussion. Some positions require shift work.

DISTINGUISHING FEATURES OF THE CLASS:

This classification differs from Detention Officer in that it is the entry level class in the Detention Officer series and performs duties and functions in a learning capacity under close supervision.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Detention Supervisor, Police Sergeant, or other supervisor.

ESSENTIAL FUNCTIONS:

Under close supervision, a Detention Officer Trainee learns to:

- Take into custody the prisoners from arresting officers, book and process them and provide for their welfare and security while in the Central Booking Facility
- Monitor activities and behavior of prisoners during transport or while in custody: verify the identification of persons in custody and fingerprint and photograph them; perform physical searches on persons under arrest
- Determine if prisoners are ill or injured and obtains medical assistance when needed.
- Handle and maintain of confidential data
- Search prisoners, lock prisoners in jail cell, and secure their personal property
- Restrain prisoners with handcuffs and shackles and take to City Court or other court system for initial, pre-trial, or arraignment appearances; accompany defendants in courtroom and during meetings with public defenders or attorneys



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- Perform the data entry of arrest and offense charge information, verify identification of person in custody, check for outstanding warrants, and clear warrants into computerized criminal justice systems
- Ensure cleanliness of holding area and feed prisoners in a timely manner
- Transport prisoners to County jail or to other law enforcement agencies and completes booking process
- Operate a transport van, police vehicle, personal computer, fingerprint identification system, handgun, Taser, chemical spray, hand/ankle cuffs, belt restraints
- Conduct video phone arraignments including obtaining and faxing signatures and paperwork to courts
- Release prisoners from jail upon judge's order for release; verify identification, return personal property, process releasing paperwork
- Answer inquiries from general public, City employees, court officials and other agency personnel; notify victims when prisoners are released
- Perform other related duties as assigned

REQUIRED KNOWLEDGE AND 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

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
- Deal physically and/or verbally with uncooperative, distraught, or hostile individuals
- Recognize unusual medical, physical or mental conditions of prisoners
- Analyze situations quickly and objectively, to recognize actual and potential dangers and to determine proper course of action
- Cope with stressful situations calmly, fairly, tactfully and with respect for individual rights
- Communicate in the English language with the public by phone or in person in a one-to-one or group setting
- Comprehend and make inferences from material written in the English language.
- Operate a variety of standard office equipment
- Remain in a sitting or standing position for extended periods of time
- Learn job-related material through structured lecture, reading, oral instruction, and observation. This learning takes place in an on-the-job training or classroom setting
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work cooperatively and effectively with all segments of the public while remaining calm, decisive, and diplomatic in stressful situations
- Learn the geography of the City; detention methods, practices, and procedures; and statutes and ordinances related to the area of assignment
- Observe or monitor objects to determine compliance with prescribed operating or safety standards



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- Travel across rough, uneven or rocky surfaces
- Work safely without presenting a direct threat to self or others
- Operate a computer utilizing a keyboard or other device

Additional Requirements:

- Must successfully complete a city specified Corrections/Detention certification training program, including firearms qualification, prior to completing initial probation
- Appointments to some positions are subject to meeting appropriate polygraph and background standards
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years public contact experience and equivalent to a high school diploma or G.E.D. Other combinations of experience and education that meet the minimum qualifications may be substituted.