



City of Phoenix

Detention Officer

Job Code:	62130	Job Function:	Police
Salary Plan:	006	Grade:	330
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 perform a variety of tasks involved with booking, maintaining custody, transporting, and releasing prisoners. Evaluation of performance by a Police Sergeant 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 other similar classifications in the level of independence of the Detention Officer by virtue of their graduation from a certified detention officer academy.

SUPERVISION RECEIVED/GIVEN:

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

ESSENTIAL FUNCTIONS:

- Takes into custody the prisoners from arresting officers, books and processes them and provides for their welfare and security while in the Central Booking Facility
- Monitors activities and behavior of prisoners during transport or while in custody: verifies the identification of persons in custody and fingerprints and photographs them; performs physical searches on persons under arrest
- Determines if prisoners are ill or injured and obtains medical assistance when needed
- Handles and maintains of confidential data
- Searches prisoners, locks prisoners in jail cell, and secures their personal property
- Restrains prisoners with handcuffs and shackles and takes to City Court or other court system for initial, pre-trial, or arraignment appearances; accompanies defendants in courtroom and during meetings with public defenders or attorneys
- Performs the data entry of arrest and offense charge information, verifies identification of person in custody, checks for outstanding warrants, and clears warrants into computerized criminal justice systems
- Ensures cleanliness of holding area and feeds prisoners in a timely manner



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- Transports prisoners to County jail or to other law enforcement agencies and completes booking process
- Operates a transport van, police vehicle, personal computer, fingerprint identification system, handgun, Taser, chemical spray, hand/ankle cuffs, belt restraints
- Conducts video phone arraignments including obtaining and faxing signatures and paperwork to courts
- Releases prisoners from jail upon judge's order for release; verifies identification, returns personal property, processes releasing paperwork
- Answers inquiries from general public, City employees, court officials and other agency personnel; notifies victims when prisoners are released
- Performs 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
- Travel across rough, uneven or rocky surfaces
- Work safely without presenting a direct threat to self or others



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- Operate a computer utilizing a keyboard or other device

Additional Requirements:

- Some positions require the use of 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
- Some positions may require the ability to operate firearms
- Appointment to positions in the Police Department are subject to meeting appropriate polygraph and background standards
- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience handling prisoners as a detention officer or other related corrections experience, successful completion of the MCSO or PPD detention officer academy and equivalent to a high school diploma or G.E.D. Other combinations of experience and education that meet the minimum requirements may be substituted.