



City of Tempe

DETENTION OFFICER TRAINEE+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	087	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$17.469686
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$23.584076
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Detention Officer+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Protective Service

DISTINGUISHING CHARACTERISTICS

This is the entry and training level class in the Detention Officer series. Employees in the trainee level will complete a city specified Corrections / Detention Officer certification training program along with learning detention duties and functions under close supervision.

REPORTING RELATIONSHIPS

Receives general supervision from a Detention Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Experience working in a law enforcement environment directly related to the core functions of this position is desirable.
<i>Education:</i>	Equivalent to a high school diploma or G.E.D.
<i>License / Certification:</i>	Successfully complete a city specified Corrections / Detention Officer certification training program prior to completing initial probation.
<i>Additional:</i>	Must pass Police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To operate the City prisoner detention facility, and to perform record keeping and technical work in the processing and housing of prisoners.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Process prisoners into City jail; take mug shots of prisoners; search prisoners; take inventory of prisoner's personal property; grant phone calls; obtain fingerprints; fill out necessary booking sheets and record entries in the booking log.
- Maintain the jail facilities and equipment; prepare meals and feed prisoners; allow prisoners to leave their cells to make telephone calls; transfer prisoners from one cell to another; clean jail cells as necessary.
- Restrain combative, suicidal, or mentally disturbed prisoners; determine if prisoners are ill or injured and obtain medical attention as necessary.
- Ensure timely court appearances for all prisoners; escort prisoners to City Court for appearances; prepare bond receipts and collect bonds.
- Determine release criteria of prisoners according to established procedures; determine bond amounts; coordinate with court clerks when bond is posted; disseminate paperwork to appropriate areas when prisoners are released or transferred; perform prisoner transportation duties.
- Operate computer terminals to retrieve warrant and records information on prisoners; confirm warrants from other jurisdictions.
- Follow all required OSHA/Safety Training/departmental guidelines which may involve wearing a ballistic vest and/or carrying a firearm.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Revised November 2001 (range adj due to market)</i> <i>Revised November 2003 Experience</i> <i>Revised October 2005 (created trainee flex class)</i> <i>Revised December 2006 Experience</i> <i>Revised March 2008 (add'l duty)</i> <i>Revised May 2011 (updated work exp to include law enforcement experience)</i></p>