



HUMAN RESOURCES DEPARTMENT
POSITION DESCRIPTION

TITLE:	Senior Detention Officer	LAST UPDATED:	May 27, 2016
DEPARTMENT:	Police Services	JOB CLASS:	
REPORTS TO:	Detention Supervisor	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Detention Supervisor, the Senior Detention Officer performs all duties necessary for the successful operation of the Detention Facility. Provides training, guidelines, and instruction to newly hired staff. Senior Detention Officers may also be selected to act as Detention Leads to act in a supervisory capacity in the absence of the Detention Supervisor. Performs booking procedures into and out of the municipal detention facility and monitoring the care of the prisoners in the detention facility. Must be available to work any shift, holidays and/or weekends.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Serves as primary shift trainer for newly hired Detention Officers and/or as Detention Lead
- Performs booking procedures into/out of the municipal detention facility, including logging in of property, recording names into the arrest book and onto the computer, fingerprinting, photographing and conducting a secondary search for weapons/drugs before putting prisoners into cells.
- May administer intoxilyzer tests and video tape persons arrested for Driving While Intoxicated (DWI).
- Monitors care of prisoners in the detention facility, including meals, minor medical attention, showers, visitors and telephone calls.
- Issue prisoner towels and personal hygiene articles.
- May be required to dispense medication as prescribed.
- Monitors prisoners during arraignment proceedings.
- Escorts prisoners from one area to another, including out-of-building escorts as required.
- May be required to transfer prisoners to and from area detention facilities in city vehicle.
- Visually and through the use of remote video surveillance equipment, performs cell checks to monitor prisoner status and behavior.
- Explains bail and bond-out options to prisoners charged with offenses; accepts bail, bonds or fines from and completes release forms for prisoners.
- Locks cell doors, takes physical action to prevent escapes and/or assaults, subdues combative/violent prisoners.
- Facilitates prisoner visitations with relatives and legal counsel.
- Assists in preparing appropriate documentation to ensure the timely transfer of prisoners.
- Attend/testify in all criminal and civil courts when summoned.
- Assists the public and Departmental personnel with requests by telephone, in written communications, and in person.
- Stocks office supply inventories and monitor detention center equipment and supplies.
- Cleans detention facilities.

Other Important Duties:

- Maintains various paper and computer records.
- Prepares reports as required.

- Attends training schools/seminars and other City related events which may require occasional overnight travel.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Must have knowledge of cash handling procedures, including the ability to accurately collect and count money and to make change.
- Must have knowledge of local, state, and federal laws, regulations and procedures applicable to incarceration of prisoners and civil rights.
- Knowledge of penal codes as they relate to incarceration of prisoners.
- Knowledge of internal detention security and order standards
- Health and safety standards applicable to detention facilities.
- Must be knowledgeable of the order and decorum standards for appearing and testifying in court.
- Must be proficient in the use of computers and related equipment, hardware and software.
- Must be able to type 20 words per minute.
- Skill in effective oral and written communications including preparation and presentation of reports and materials
- Skill in resolving customer complaints and concerns.
- Knowledge of customer service and training methods and practices.
- Knowledge of city policies and procedures.

Preferred Education, Experience, and Certifications:

- High School Diploma or GED and three (3) years of experience as a detention officer with at least one year at the Frisco Police Department.
- Must possess Basic Jailer certification from TCOLE or completion of TCOLE Municipal Jailer course within one year of employment.
- Must be a United States citizen.
- Must be a minimum of 18 years of age.
- Must be able to successfully complete training in defensive tactics within 1 year of employment and maintain proficiency in defense tactics.
- Must pass a pre-employment drug screening, background check and post-offer physical agility exam.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and on-site environments.
- Maintains level of physical fitness to safely respond and assist other detention officers when necessary
- Must be able to restrain hostile and/or combative individuals.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Proficiently operate all equipment in the Detention facility, including typewriter, video and audio equipment, computer terminal, multi-line telephone, photography equipment, cell door locks, personal alarms, two-way radio, intercom system, emergency breathing apparatus, food preparation equipment, calculator, laundry equipment and other related equipment as required.
- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, hand tools, computer peripherals and department vehicles.
- Operates computerized equipment such as electronic finger printer, computer imaging, computerized jail management system, NCIC/TCIC Computer System.

Approved By:

John W. Bruce

John W. Bruce, Chief of Police

5/31/16

Date

Shannon Allyn

Shannon Allyn, HR Generalist

6/2/2016

Date