



CLASS SPECIFICATION

8/09/2018

DETENTION OFFICER, 3211

Summary of Duties: A Detention Officer manages the intake of Department arrestees including the booking, fingerprinting, and maintaining custody and control of arrested persons, which may require the use of force to overcome resistance. ALL positions include duties, which require the ability to type using a computer keyboard.

Class Characteristics: Employees initially employed as Detention Officers are appointed to positions which are designated as temporary training positions under Civil Service Rule 5.30. New appointees must complete the Recruitment Detention Officer Academy within the twelve-month temporary training period. The Academy includes formal training in a variety of subjects including academics, custody operations, officer safety, use of less lethal equipment and tactics, law, and physical fitness. The training is supervised by an assortment of staff within the Custody Services Division. Upon successful completion of the Academy, incumbents will receive a regular appointment to the class and begin a six-month probationary period.

A Detention Officer is a uniformed employee of the Police Department who wears a badge, handcuffs, Pepper Spray, TASER, and other related equipment. The basic function of this class is to perform duties relating to the booking and custody of arrested suspects.

A Detention Officer differs from a Police Officer in that the latter is responsible for the enforcement of laws and actions relating to the commission of criminal acts. The former is responsible for the management and safety of persons arrested for violation of those laws and commission of criminal acts.

A Detention Officer must be able to quickly process situations, adjust to a demanding environment, be disciplined and adhere to policies and procedures common to custody operations. An employee of this class must observe security provisions in relation to arrestees in custody and may be subject to physical hazards when working in the proximity of arrestees.

A Detention Officer must be able to understand specific laws, law enforcement codes, rules and regulations, interpret and apply knowledge to a variety of legal documents and transactions; ensure that all Title 15 mandates are met and all procedures, rules, regulations, local, State, and Federal laws are followed.

A Detention Officer, under the direct supervision of a sworn or civilian supervisor, performs the booking processing, housing, feeding, and/or transfer of Department arrests; and related work. Most positions involve considerable public and arrestee contact.

A Detention Officer may be required to work any hour of the day or days of the week, including holidays and/or location. This includes reporting for duty during the event of an unusual occurrence, public disturbance, or natural disaster.

Examples of Duties: A Detention Officer:

- Books, fingerprints, provides meals, and supervises arrestees in Department custody;
- Answers outside agency, bail bonds agents, and citizen's questions relating to booking, processing, bail, custody procedures and activities;
- Performs interrogation and administrative work involved in assessing inmate needs and classification procedures;
- Conducts inmate housing assignments and determinations based on available information;
- Completes booking documents and associated forms and reports;
- Performs fingerprinting and collects DNA samples from inmates as required by Proposition 69;
- Performs searches of arrestees for weapons and/or contraband;
- Inspects housing cells on a periodic basis to determine physical condition and security of each inmate and cell;
- May be required to use restraints in inmate custody control;
- May be required to respond to medical emergencies and apply CPR and other lifesaving steps;
- May have to respond to in-custody deaths, possible criminal acts and be able to secure the scene or area for investigation; and
- May occasionally be assigned to other duties for training purposes, unusual occurrences, emergencies or to meet technological changes and/or advances.

Qualifications:

Knowledge of:

- Police procedures, activities and security provisions as related to the care and custody of inmates; and
- Practices and procedures involved in booking and fingerprinting of inmates; and
- Law and legal terminology, Department policies and procedures, Health and Safety rules and requirements, Search and Seizure, and Penal Code violations.

The ability to:

- Analyze situations as they occur in the care and custody of inmates and the protection of life and property;
- Comprehend written material and to learn and explain procedures and regulations;
- Write clear and comprehensive reports;
- Communicate instructions clearly and to understand and follow directions; and
- Deal tactfully and effectively with other employees, inmates, outside agency personnel, and the public.

Minimum Requirements:

1. Graduation from a high school or the equivalent as established by the G.E.D. test; and
2. Six months of full-time paid experience as a law enforcement officer, correctional officer, traffic officer, park ranger, security guard, or security officer which provides experience safeguarding objects, materials, or people; or
3. Six months of experience as a police explorer, police cadet, police aide, Police Student Worker (with the City of Los Angeles), or Associate Community Officer (formerly Community Police Aide, with the City of Los Angeles); or
4. Six months of full-time service, with satisfactory performance, in the United States Armed Forces or one year as a reservist in the United States Armed Forces or as a member of the National Guard, with satisfactory performance that includes completion of basic training and military school; or
5. Completion of 12 semester or 18 quarter units from an accredited college or university; or
6. Completion of the Los Angeles Police Academy Magnet Program or completion of the Police Orientation & Preparation Program (POPP).

Because this class has been designated as Safety Sensitive in accordance with City Policy, a drug and alcohol screening test may be required prior to appointment.

Candidates must pass a background investigation prior to appointment, which includes a review of their employment history, criminal conviction record, habitual use of intoxicants and drugs, and any other factors which may affect the candidate's suitability for employment as a Detention Officer.

License:

A valid California driver's license and a good driving record is required.

Physical Requirements:

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.