

Senior Detention Officer (3209)  
2021 Task List

A Senior Detention Officer works with and assigns, reviews and evaluates the work of Detention Officers engaged in booking, processing, and releasing of arrested persons and their personal property; maintains custody and control of prisoners; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

**BOOKING, PROCESSING AND HOUSING**

1. Observes arrestee, reads field interview card, and confers with arrestee and arresting officer for information required to document identity of arrestee.
2. Visually examines and evaluates arrestee based on arrestee's responses in determining if medical attention is required.
3. Reviews and verifies information such as arrestee's name, physical description, charges and bail for each arrestee.
4. Ensures that searches are done in compliance with Police Department guidelines, and based upon the nature of the charge may remove weapons, contraband, and other personal property from the arrestee.
5. Directs Detention Officer to search inmate and remove weapons, contraband, and other personal property in compliance with Police Department guidelines based on the nature of the charge.
6. Inspects and seals inmate's personal property in plastic bags which are stored in a jail facility (when assigned at an area jail).
7. Types inmate's name and booking number on identification wristband and either places wristband on inmate's left wrist or provides wristband to arresting officer to place on inmate's wrist when assigned to an area jail.
8. Gives inmate copy of booking document with information regarding arrest, property, charges, bail amount, location of personal vehicle, and money on an itemized receipt (pink slip) when assigned to an area jail.

9. Accounts for inmate's currency in excess of \$500 in the presence of an inmate, has inmate sign receipt for the amount, and initials (serial number) receipt to ensure safe storage.
10. Reviews completed booking forms for completeness and accuracy, then distributes copies of forms to the appropriate requesting officer.
11. Recommends to watch supervisor or watch commander when an inmate should be released on own recognizance based on the nature of the charges and department guidelines for determining who is eligible, in addition to the inmate's physical/mental condition.
12. Completes Release From Custody (RFC) slips for inmates released on own recognizance.
13. Directs or escorts inmates to a holding tank when processing is pending.
14. Photographs and livescans fingerprints of an inmate in compliance with Police Department procedures when assigned to an area jail.
15. Classifies inmate's housing locations according to policies and procedures.
16. Escorts inmate to appropriate housing areas within the jail, as designated by felony or misdemeanor status.

#### **ADMINISTRATIVE DUTIES**

17. Inspects LAPD Form 05.01.02 (booking slip) for completeness and clarity and then forwards form to Records and Identification Division.
18. Writes routine and special reports related to inmates' activities while in custody such as injury or illness reports, complaint investigations, use of force reports, and lost and found property reports.
19. Completes transfer reports when inmates are transferred from jail facilities to court, other LAPD jail facilities, or medical facilities.
20. Completes and distributes supplemental charge record forms (05.08.00) while inmates are in jail, as required, to appropriate destinations.

21. Reviews reports written by subordinates such as use of force reports, lost or found property reports, and transfer reports, for completeness and accuracy.
22. Accepts and counts cash or accepts and verifies bonds or money orders as bail, and fills out bail receipt or reviews information on bail receipt for completeness and accuracy before releasing inmate.
23. Verifies identification data (personal information, wristband and booking photo) while comparing inmate's fingerprints at time of booking versus the fingerprints at the time of release.
24. Identifies and returns inmate's personal property to inmate by identifying each item stored by Custody Services Division against description on receipt generated, and has inmate sign receipt for returned property.
25. Reviews and assigns inmate to appropriate court and schedules their court date.
26. Completes and reviews certificate of release for inmate when no charges are filed.
27. Removes wristband from released inmate's wrist and physically releases inmate.
28. Uploads bail receipt to a department shared drive when inmate held on a felony charge is released, the conditions of release (bond out/ OR), and the new court date and time.
29. Receives, verifies, and responds to teletypes such as requests for releases, arraignment, and change of booking status.
30. Screens visitors such as clergy, attorneys, friends, and family based on the department policies regarding visitation and purpose of visit and whether visitors are permitted to see inmates.
31. Reviews imperative release list to identify inmates who must be released, notifies investigating officer of inmates due for release, and releases identified inmates, if not directed to do otherwise.
32. Answers inquiries from the public, LAPD officers and investigators, other regional/area jail personnel, and representatives of other jurisdictions concerning information about inmates' status: housing location, court information, bail, department policies and procedures.

33. Releases inmate's personal property to others within the department's guidelines as they relate to releasing property.
34. Notifies investigating officer on probable cause determinations received from the judge subsequent to transporting inmate to court.
35. Verifies validity of bail agents' licenses to ensure each license is in good standing by accessing and reviewing the State of California insurance website.

### **SUPERVISORY DUTIES**

36. Assigns subordinates to perform tasks related to booking inmates, such as generating booking forms, identifying and storing property, fingerprinting and photographing inmates, and escorting inmates to holding facilities.
37. Assigns subordinates to perform tasks related to care and custody of inmates, such as escorting inmates to and from and within jail facilities, delivering meals, and responding to inmate's questions and complaints.
38. Trains probationary employees to perform tasks related to booking, custody and care of inmates and their personal property in compliance with the Penal Code and Department policies.
39. Initiates employee evaluations for Detention Officers for their supervisor's review.
40. Explains City and LAPD policies and procedures regarding employee behavior, time off, and career development to subordinates.
41. Participates in certification interviews and assists in selecting subordinates.
42. Reports subordinate actions that may require discipline to the watch commander for review.

### **SECURITY AND SAFETY**

43. Removes custody records during evacuation procedures.
44. Operates or assigns staff to operate electric door(s) during emergency and directs emergency response personnel to appropriate location when assigned to an area jail.

45. Guides and directs staff in the appropriate level of use of force with combative inmates in compliance with LAPD Use of Force Policy.