
Detention Officer

Pay Range: **\$18.36/hr (DOQ)**

FLSA: **Non-exempt**

Department: **Police Department**

of Openings: **1**

Description

JOB SUMMARY:

Under general supervision of the Regional Holding Facility Supervisor, this position primarily involves the processing and close supervision of prisoners. Work involves all tasks involved with the processing of prisoners into and out of the jail facility as well as the care of prisoners while they are incarcerated in the jail facility per departmental policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Control prisoners as they are brought into the jail facility, which may require physical contact to subdue combative and violent prisoners.
2. Follow departmental search procedures to secure personal belongings and assure the absence of weapons and or contraband.
3. Book-in prisoners on computerized Record Management System.
4. Prepare jail forms, including fingerprint cards, bond forms, and arrest packets.
5. Fingerprint and photograph prisoners.
6. Inspect jail/prisoner(s) every 15 or 30 minutes depending upon the circumstances.
7. Perform Jail Inspection of the entire Detention Facility at the beginning of shift.
8. Perform weekly inspection as required by policy.
9. Maintain security in the jail facility.
10. Care for prisoners during incarceration, which includes: feeding; providing showers under close supervision; telephone calls; log in visitation by legal counsel, family etc.

11. Provide prisoner information reports and records for arraignments with the judge or other law enforcement agency.
12. Answer citizen and prisoner questions involving departmental jail operating procedures.
13. Insure safety and cleanliness of the jail facility, including general cleaning mopping and washing laundry.
14. Oversee prisoner release activities including accurate completion of necessary documentation and forms.
15. Make attempt or notification to victim upon release of a violent offender in compliance with the Code of Criminal Procedure.
16. Follow City and Departmental Policy, Rules and Regulations.
17. Arrive at work everyday day on time, in good physical and mental condition.

OTHER JOB FUNCTIONS:

1. Promote the designated organizational culture of E to the 4th power in actions, behavior and performance of duties. All relationships internal and external will be based on Empathy, Edification, Enthusiasm, and Excellence, which is consistent with the E to the 4th power Annual Performance Evaluation.
2. File documents, data entry, fingerprint, and photograph index.
3. Meet and communicate with the general public by telephone and/or walk-ins.
4. Maintain police activity reports such as criminal history, offense and traffic records.
5. Assist in processing and maintenance of property/evidence submissions.
6. Perform other duties as assigned or directed by a supervisor.

MINIMUM QUALIFICATIONS:

1. High school diploma or a GED equivalent.
2. Correctable vision of 20/30.
3. Type 15 words per minute and ability to operate a computer.
4. No felony convictions.
5. S peak clearly in a well-modulated voice with good diction.
6. Think and act quickly, accurately, and calmly in emergency situations.
7. Coordinate several different activities at the same time.

8. Deal with persons from different cultures in a diplomatic manner, while exercising good emotional control.
9. Write clear, concise, and accurate reports.
10. Effectively deal with a diverse group of persons within confined jail space, without causing hostility and unnecessary stress.
11. Establish and maintain positive working relationships with coworkers and the community.
12. Adhere to departmental rules and regulations.
13. Pass an oral review board, psychological test, medical exam, background investigation to include a polygraph, and an interview with the Police Chief.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to grasp, handle, feel, listen, reach, see, speak, walk, stand, and/or sit. The employee is frequently required to climb, kneel, twist, lift, carry, drag, balance, push, and/or pull up to 150lbs.

Incumbent may be exposed to serious physical dangers in a climate-controlled office/jail. Incumbent may work under stressful conditions demanding physical strength and agility, mental alertness and concentration, as duties may require physical restraint action of inmates. Incumbents may be exposed to a wide range of communicable diseases, including viral pneumonia, the HIV virus (AIDS), and Hepatitis A or B. Duties require that employee wear and use prescribed safety gear and follow department safety regulations and policies.

- **Deadline to Apply:** February 11, 2022
- All candidates interested in applying must complete an online application (<https://www.cityofkeller.com/services/human-resources/employment>), even if attaching a cover letter and resume.
- All applicants **must** successfully complete the following:
 - Testing: Candidates selected for testing will be invited to participate in alpha-numeric data entry testing. Candidates must achieve a minimum of 20 words per minute and an 85% accuracy rate in order to move forward in the process. (This will be scheduled at a later date.)
 - Personal History Statement (Download [Personal History Statement Form](#)) All candidates must complete a Personal History Statement, bring it with them at the time of testing. The document must be notarized with all supporting documentation attached.
 - Preliminary Interview including Personal History Statement review
 - Interview Board

- Background Investigation (includes, but not limited to Polygraph, Psychological, Medical (Fit for Duty Physical) w/Drug Screen)
 - Interview with Chief of Police
 - Credit Check
 - Job related hiring documents, if selected for employment.
- Expected duration of process: approximately 6-8 weeks after the posting announcement close date
 - Re-application period: all candidates are welcome to apply for any currently posted job opportunity at anytime

The City of Keller is an **Equal Opportunity Employer**. If you need an accommodation, please call the Human Resources Department at 817-743-4040. For all other inquiries, please contact Sergeant Darrell Potts at 817-743-4543 or dpotts@cityofkeller.com.

Are you a returning applicant? Enter your email & password, then click "Add to My Jobs" to access your existing application. On the next screen, you can update your application by clicking "Update Application Data", or submit your current application by clicking "Use Existing Data".

Previous Applicants:

Email:

Password:

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If you do not remember your password [click here](#).

Are you a new user?

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