



# CITY OF PLANO

## Job Title: Detention Officer

Location: Police Protection

Full/Part Time: Full-Time

Job ID: 216037

Regular/Temporary: Regular

### Salary:

Minimum: \$17.45 hour / \$36,291

Midpoint: \$21.37 hour / \$44,457

Maximum: \$25.30 hour / \$52,624

### Apply:

<https://www.plano.gov/585/Employment>

## Job Details

### PRINCIPAL RESPONSIBILITIES:

- Performs booking procedures into/out of the City of Plano jail facility, including logging in of property, data entry, fingerprinting, photographing, searching, conducting intake screenings and classifications of newly arrested inmates.
- Uses excellent communication skills and officer safety in maintaining the safety and security of staff, inmates and the facility.
- Operates various software systems such as Livescan fingerprinting, computer imaging, jail management system, facility wide camera system and NCIC/TCIC. Utilizes two-way radio and intercom systems.
- Administers intoxication tests to persons arrested for Driving While Intoxicated (DWI).
- Monitors care of prisoners in the jail facility, including meals, minor medical attention, showers, visitors and telephone calls, and manages inmate behavior using excellent communication and assessment skills.
- Transfers inmates to/from other detention facilities in the jail van.
- Monitors inmates during arraignment proceedings and assesses any potential risks.
- Explains bail and bond-out options to inmates charged with offenses; accepts bail, bonds or fines and facilitates inmate release.
- Regularly interacts with inmates to continually assess potential risk to their safety, staff safety and the safety of the facility.
- Responds to emergencies and may be required to assist in the physical control of inmates who are a risk of self-harm or harm to others.

### MINIMUM QUALIFICATIONS:

- Position requires knowledge of federal, state and local laws and regulations applicable to civil rights, as well as knowledge of penal codes as they relate to incarceration of inmates.
- The incumbent must have knowledge of internal jail security and order standards, as well as health and safety standards applicable to jail facilities.
- Must be knowledgeable of the order and decorum standards for a municipal court.
- Position requires effective verbal communication skills and the ability to accurately assess potential problems in a jail setting.
- Must be able to physically restrain inmates who can be highly agitated and violent.
- Must be able to perform basic mathematical functions to collect and accurately count money and make change.
- Must be able to react quickly to potential safety concerns and use excellent judgment under pressure.

**EDUCATION/EXPERIENCE:**

- Requires high school graduation or GED equivalent.

**LICENSES/CERTIFICATES:**

- Texas Class C driver's license
- Certification as an Intoxilyzer Operator from the State of Texas required within 12 months of assignment to position
- Certification of successful completion of Basic Detention Officer School required within 12 months of assignment to position, in compliance with TCOLE requirements.
- Training shall include, but is not limited to, familiarization with standard operating procedures of the Jail and Basic Correctional Officer courses, as well as various requirements of the City of Plano and the Plano Police Department.

**SELECTION PROCESS for CIVILIAN APPLICANTS**

All elements of the selection process test the relative suitability for civilian positions with the City of Plano, Texas.

Selection procedures include: Interview; Polygraph examination; thorough background investigation; Psychological evaluation; Final review of applicant's application; Drug screen and medical/physical examination.

Plano Police Investigators within the Police Department's Professional Standards Unit (PSU) have been trained to conduct background investigations of applicants. After an applicant has been assigned to a PSU background investigator, the remaining portion of the application process may take approximately one (1) month to complete.

With the exception of a permanent disqualification (based on the requirements of the position), the applicant may reapply for a position within the department at any time.

**Equal Employment Opportunity**

Equal Opportunity Employer - EOE/M/F/V/D

**Open positions are subject to close without notice.**

**Detention Shifts:**

| <u>DAYS A</u>                                     | <u>NIGHTS A</u>                                   | <u>DAYS B</u>  | <u>NIGHTS B</u>                                      |
|---|---|--|--|
| Sunday, Monday, Tuesday<br>6:00 a.m. to 6:00 p.m. | Sunday, Monday, Tuesday<br>6:00 p.m. to 6:00 a.m. | Wednesday<br>12:00 p.m. to 6:00 p.m.                 | Wednesday<br>12:00 a.m. to 6:00 a.m.                 |
| Wednesday<br>6:00 a.m. to 12:00 p.m.              | Wednesday<br>6:00 p.m. to 12:00 a.m.              | Thursday, Friday, Saturday<br>6:00 a.m. to 6:00 p.m. | Thursday, Friday, Saturday<br>6:00 p.m. to 6:00 a.m. |