

City of Dallas
Classification Specification

Title:	Detention Officer	Class Code:	48030
Application:	Career Series	Pay Grade:	D
Supplemental/Code:	Protective Service Worker/7	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Acts as a jail guard processing and monitoring the prisoners in custody at the Dallas Inebriate Detention Center.

Essential Functions:

1. Processes incoming and outgoing prisoners and escorting prisoners to and from assigned cells according to established procedures.
2. Books, fingerprints, and searches prisoners, inventory prisoners' property, according to department guidelines and policies.
3. Conducts visual and video assisted dorm searches, makes prisoner head count, and facility inspection to ensure all prisoners are accounted for and facility is secure.
4. Monitors and observe prisoners activities to ensure no disturbances occur.
5. Enters prisoners arrest information on the criminal system
6. Maintains detention center logs and writes various reports related to specific incidents at the detention center.
7. Maintain cleanliness in cells .
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of state laws pertaining to jail facilities and detention of prisoners.

Knowledge of fingerprinting techniques.

Ability to communicate effectively and diplomatically, both orally and in writing with staff and other city departments.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must be physically fit and able to restrain prisoners .

Requires State of Texas Class "C" Driver's License.

Working Conditions and Hazards:

Works in a jail environment.

Subject to injury working the detention center.

Subject to lifting, bending, restraining prisoners, walking, standing for extended periods of time.

Subject to extreme physical demands when restraining prisoners.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.