

Task List - Detention Officer
(Class Code 3211)

TRAINING AND ACQUIRING INFORMATION

1. Attends roll call meetings conducted by Watch Commander at the start of each shift in order to learn of circumstances of previous shift and/or review department procedures.
2. Reads documents such as internal memos, correspondence, reports, daily logs, department rules and regulations, and the legal code and other legal documents in order to obtain information or answer questions.
3. Attends classes on topics such as medical monitoring, inmate communication, and legal issues, and participates in training programs on cardio pulmonary resuscitation (CPR), self-defense, arrest and control, and cell extractions (at times performing as the Detention Officer or roleplaying as the inmate) in order to improve performance, learn new techniques, and acquire new information.
4. Serves as instructors in the academy for the two weeks of training of Police Officers assigned to Custody Services Division, for the eight week Detention Officer recruit training academy, and for regularly scheduled in-service training.

BOOKING

5. Verbally obtains information from arresting officers and inmate, such as medical status, inmate identification (including name, address, and date of birth, verifying against picture identification when available), and emergency contact information in order to book arrestees into jail facility as a conventional booking, where the arresting officer is required to remain until the entire booking process is completed, or as a Drop and Go booking, where the arresting officer is not required to remain and the Detention Officer completes the booking process.
6. Reads booking forms and court documents such as warrants, parole violations, and bail deviations in order to assure that information contained on documents matches arrestee identifying information.
7. Checks wrist band, SSN, fingerprints, and physical characteristics such as tattoos and scars in order to verify identity of inmate.
8. Inputs information such as charge, bail, height, weight, and address obtained from Field Interview Card (FI), Booking Recommendation, and Warrant Abstract into computer in order to record arrestee's identifying information.
9. Records information on a form either electronically or manually such as charge, bail, height, weight, and address obtained from Field Interview Card (FI), Booking Recommendation, and Warrant Abstract, in order to record arrestee's identifying information.

10. Investigates inmate's criminal record to determine whether he/she qualifies for DNA testing and, if so, swabs interior of mouth eight times to collect sample.
11. Directs inmate to digital Livescan photograph and fingerprint system, inputs information such as date, and Detention Officer's name and serial number into system in order to begin finger printing and photograph processes.
12. Grasps hand of inmate with one hand, and while maintaining control of inmate, grasps inmate's hand/finger, places palm, side of hand, and finger onto Livescan's glass screen, and then rolls finger on the screen. (Procedure is repeated for each finger on each hand in order to obtain a complete set of prints).
13. Directs inmates to appropriate position at the Livescan machine, positions camera, and takes photographs, including frontal position, side position, with/without glasses, and identifying marks such as scars and tattoos.
14. Discards all infected inmate clothing and possessions following Police Department protocol by placing infected clothing in a biohazard red bag and placing inside a designated hazardous waste receptacle; writing a 15.7 Employee's Report documenting what was discarded and why; and attaching the report to the Jail Custody Card and the Divisional Booking Record for future reference.
15. Fills out a list of inmate's property including all items contained in clothing, wallet, or handbag, with separate notation for any additional items not contained on inmate's person, in order to assure physical accountability of property from the time of booking to release for return to the individual or their family or for property disposal.
16. Inventories and logs items to remain in the possession of inmates such as jewelry (e.g., rings that cannot be removed), religious items (e.g., yarmulkes, Muslim headwear), and prosthetic limbs or walking devices used as an aide, by noting in the property section of the booking form and or attaching a blue excess property envelope to the walking device.
17. Obtains required signatures on documents such as fingerprint cards, money envelopes, property release forms, or jail custody cards in order to verify ownership of property, verify money, and document arrestee participation in process.
18. Complies with Federal Law or International Treaties by determining whether Consulate notifications are mandatory or requested by foreign national arrestee, making required notifications in a timely manner, and providing arrestee with phone calls to nearest Consulate.
19. Verbally gives information and directions to arrestees on how to place telephone calls in order to assure that legally mandated calls can be made.

20. Accompanies Police Officers and mobile field jail to sites of large public gatherings, such as sporting events, public protests, and parades, which may result in multiple arrests and to DUI checkpoints in order to initiate arrestee booking at the site.
21. Pats down, fingerprints and books individuals, and signs documents stating that the individual not in custody complied with judge's orders to appear and complete Court ordered booking.
22. Books and Livescans juvenile arrestees, and manually ink prints right thumb and fingers onto the booking forms, prior to their release to parents or transportation to a juvenile facility.

HOUSING

23. Determines whether there are special circumstances such as HIV infection, mental disturbance, alcoholic intoxication, or special status such as first time offender, gang member, celebrity, or charge of child molestation in order to assign inmate to proper housing.
24. Decides whether to accept an inmate into outlying jail facility or to refer him/her to medical treatment considering factors such as whether inmate is HIV positive, has active tuberculosis, hepatitis, broken bones, or is suicidal.
25. Picks up clothing and bedding materials from storage location, unloads them, and issues them to inmates held at a jail facility.
26. Cooks, prepares, and distributes food to inmates in cells and verifies all utensils are returned in order to prevent theft of potentially dangerous materials; delivery may be through a slot in the door to help prevent it being hurled or spat at others.

RECORD KEEPING

27. Upon request for an Immigration and Customs Enforcement (ICE) hold, determines if inmate qualifies under Police Department policy and acts accordingly.
28. Counts and verifies bail money and verifies bonds for authenticity and accuracy; communicates with entities such as armored carrier, courts, detectives (investigating officers), and banks in order to serve as a bail auditor and handle the bail/bonding of an inmate.
29. Fills out Jail Inspection Records after each inspection to indicate issues such as damaged toilets and light fixtures in order to document condition of cells; the electronic version of the Jail Inspection Record is the PIPE system, which will indicate that an inspection was conducted and the area, time, date and by whom.

30. Prints out and reviews the Imperative Release List (IRL) to ensure that all inmates' status is verified and updated in the computer system.
31. Tracks and records the Probable Cause Determination (PCD) for each inmate by making a chronological listing of PCD's, notifying proper division to obtain PCD or accessing the Superior Court Data and Documentation Exchange Service (DDES); and, if no PCD is filed, releases the inmate from custody and notifies the Jail Watch Commander, the arresting division Commanding Officer, and the concerned detectives.
32. Obtains misdemeanor arrest reports from staff at Specialized Reports Distribution Unit (SRDU) and catalogs the reports for each court (traffic or municipal); attaches bail-outs, bond-outs, and Own Reconnaissance (OR) slips to the correct report for the court liaison officer.
33. Performs the duties of a kit-room officer of inspecting and inventorying Self-Contained Breathing Apparatus (SCBA), ballistic vests, hand-held radios, facility keys, digital camcorder, custody transport van, PIPES, Suicide Intervention Kits, First Aid Kits and nonlethal weapons such as Tasers, beanbag shotguns and FN303 less lethal launchers to insure they are available, accounted for and in proper working order.
34. Keeps written logs of inmate showers, recreation equipment provided, and toilet kits issued in order to document inmate access to sanitary and recreational activities.
35. Counts property, custody cards, and inmates at the start of a shift in order to assure card numbers, actual items, and individuals match.
36. Fingerprints and enters information such as name, address, and physical descriptors into a database when individuals requiring registration as a sex offender or for narcotics violation come in to the jail to do so.
37. Videotapes incidents using a department-issued camcorder that may become violent or pose a risk management or liability issue such as inmate disturbances, cell extractions, medical removals, and forced fingerprints.

REPORT WRITING

38. Writes investigative reports typically 2-4 paragraphs in length using a computer word processor (or handwritten if necessary) describing incidents such as injuries, accidents, and contact with HIV or tuberculosis patients in order to document incidents for later review or for possible use in court.
39. Writes reports typically 2-4 paragraphs in length using a computer word processor (or handwritten if necessary) describing "use of force" incidents or in-custody death in order to document involvement of Detention Officer and arrestee/inmate in occurrences of physical intervention for later review or possible use in court.

40. Answers attorneys' questions, as a witness in court, and demonstrates actions, if necessary, on topics such as use of force, in-custody death, crime that occurred in the jail, and confiscated contraband and narcotics; using written reports of incidents.
41. Writes a Special Confinement Report detailing the specific behavior of the inmate necessitating the placement of him/her into a safety cell, which is an action approved by a supervisor.

RELEASE

42. Works the release desk by answering phone calls from the public, inmate families, bondsman, other jurisdictions, and lawyers regarding inmate's charges, time of incarceration, visiting privileges, bail, and court date, which may involve going up and down stairs and lifting boxes to locate papers or obtain signatures, in order to provide accurate information on inmate status.
43. Inputs into computer or handwrites promise to appear notice containing name, court appearance date, and court location in order to release inmate on own recognizance with supervisor's approval.
44. Checks bail bonds for items such as State certification, correct court date, and appearance location, and compares bail amount to that appearing on Custody Card, in order to assure that the document has not been altered and document is for proper person.
45. Receives, examines, and counts cash, using money counter if necessary, and fills out a Bail Receipt form, in order to complete bail process for inmates.
46. Observes supervisor's count of bail money in order to confirm cash received for bail is accurately recorded.

CONDUCTING SEARCHES

47. Conducts searches of inmates by having the inmate enter through a walk through metal detector to determine if any metal contraband such as firearms, knives, or paperclips is in his or her possession.
48. Uses a hand-held metal detector by scanning across the arrestee's upper and lower torso, and all extremities to conduct a cursory search prior to inmate being placed into a holding cell to verify that the inmate has no contraband in their possession.
49. Conducts a "pat search" by giving verbal direction to inmates to place both hands behind the head with fingers interlocked (or directing inmate to lean against a wall with both palms on the wall and feet one to two feet away from the wall), grabbing inmates' interlocked hands with one hand to maintain control of inmate, and

reaching around inmate 's body (bending at the waist when necessary) with the other hand to feel for weapons, contraband, or other prohibited items.

50. Conducts "strip-search" of inmate that includes visual examination of body cavities when inmate is charged with narcotic or gun-related crime in order to protect jail personnel and others.
51. Bends at the waist or knees to a distance of approximately eight inches to two feet above the floor, while holding a flashlight in one hand, and thoroughly searches the area under a jail cell bunk bed in order to search for contraband, weapons, or other prohibited items.
52. Stands on a lower bunk jail bed and climbs to the upper bunk (a distance of approximately three feet) using arms and legs in order to search the upper bunk of the cell bed.
53. Lifts a mattress weighing 15 to 20 pounds from the floor to a height of approximately five feet in order to replace the mattress on a top bunk following its removal during a search procedure.
54. Grasps one corner of a jail bunk mattress and rolls its corner back to half its length in order to search under the mattress for contraband, weapons, or other prohibited items.

SECURITY AND SAFETY

55. Records inmate movement into and out of cells using location boards or "tank cards" or the Livescan picture printout (which includes inmate's name, booking number, charge, and cell number) in order to keep track of inmate location.
56. Makes written notes of inmate activities such as unusual screaming, combativeness, or neurotic behavior occurring during work shift in order to document inmate behavior.
57. Observes inmates who are placed in a safety cell every quarter hour and writes inmate behavior on the Special Confinement Log including issues such as verbal combativeness, potential suicide, or neurotic or otherwise destructive behavior, in order to maintain a record and alert officers.
58. Checks for California ID of visitors and notes time and date of visit for all jail visitations in order to control access to jail facility.
59. Locks and unlocks cells, doors, and gates with key or electronic device in order to control access.
60. Visually observes and counts number of inmates every fifteen minutes to one hour and writes the number on an observation sheet in order to comply with Title 15 and assure all inmates are present and are not in medical distress.

In order to gain control of fighting, combative, or otherwise resistant inmates (for 61-66):

61. Grasps one or both arms of a resistant inmate with either one or both arms and applies downward force to inmate's arm for a period of 20 seconds to 1 minute in order to maneuver the inmate's arm behind back and place in handcuffs.
62. Grasps one or both arms of a resistant inmate with both hands and applies a twisting and/or bending force to the wrist (twist or wrist lock) with varying amounts of leverage and pressure for a period of 20 seconds to 3 minutes in order to gain control and compliance from the inmate.
63. With four or more other Detention Officers, (swarm technique) grabs either one arm or one leg of a combative inmate with both hands and attempts to maneuver the inmate to the ground for a period of 20 seconds to 5 minutes in order to handcuff and better control the individual.
64. Kicks out at a charging inmate and attempts to either knock the individual off their feet or apply sufficient force to the individual to stop the charge and gain control of the combative individual.
65. In a life-threatening situation, places one arm around the neck of combative inmate and applies an upper body control hold to the individual with both arms in order to render the individual unconscious.
66. Forcefully pushes the shoulder of a resistant or combative inmate in an attempt to spin the inmate around so that an upper body control hold can be applied to the inmate.
67. Inspects, carries on person, and uses pepper spray, handcuffs, hobble restraint device and TASER as necessary to control violent confrontations.
68. Physically restrains and places combative arrestee/inmate in hobble (foot) restraint device or safety chair for their protection and safety.
69. Listens for unusual sounds such as hard objects falling or constant toilet flushing which may indicate destructive or illegal activity in order to anticipate and prevent problems among inmates.
70. Watches for indications of any illegal, destructive, or otherwise inappropriate activity such as fighting, damaging property, throwing food, intentionally flooding toilets, or smearing their own excrement around the cell or onto surveillance cameras in order to prevent, stop, or report any suspicious activity to supervisors and other Detention Officers.

TRANSPORTING/ESCORTING INMATES

71. Gives verbal instructions to inmates such as what to take with them or where to assemble in order to prepare them for transportation to other jail facilities or court appearances.
72. Applies handcuffs to inmates prior to transporting them to and from locations within the jail facility or between the jail and other facilities.
73. Escorts inmates on foot, gurney, or wheelchair to and from medical treatment location, visitation or interview rooms, bus area, release desk, and to and from court in order to prevent escape.
74. Drives a 30 passenger bus or 14 person van containing inmates or arrestees to a jail or police facility in order to transport inmates between locations.
75. Lifts, guides, or assists inmate from wheelchair to a bunk bed (or from the bed to the wheel chair) in order to move the inmate into or out of a jail cell.
76. With the assistance of another officer, lifts an inmate who is unconscious, drunk, ill, or passively resistant from the floor of a jail cell to a gurney (a height of one to two feet) in order to transport the individual for medical treatment.
77. With the assistance of another officer, lifts an inmate who is unconscious, drunk, ill, or passively resistant from a gurney to an examining table (a height of two to three feet) in order to prepare the individual for examination by medical personnel.
78. With or without the assistance of another officer, grasps the upper body of an inmate who is unconscious, drunk, ill, or passively resistant and drags the individual a distance of three to five feet in order to remove the individual from a jail cell.

BUILDING/SUPPLIES CONTROL AND MAINTENANCE

79. Verbally contacts repair personnel such as plumbers, electricians, and carpenters when needed in order to repair broken or malfunctioning equipment.
80. Moves switches in central lighting control panel or uses a computer control to turn cell and hall lights on and off in order to control lighting in cells or to facilitate light repair.
81. Determines needs and fills out forms to order supplies; receives supplies such as multiple pallets of food and drink, cleaning agents, linen, forms, office supplies, and toilet paper, moves them to storage, and retrieves them for use in order to have needed items available.

EMERGENCY RESPONSE

82. Alerts other staff members upon observing an inmate in need of medical assistance by pressing the panic alarm or using Rover radio, clears the jail cell of other inmates, calls the paramedics, and while waiting for them to arrive, administers first aid and/or cardio-pulmonary resuscitation (CPR), uses automated external defibrillator (AED), and takes all other life-saving steps possible.
83. Responds immediately, quickly, and ready to assist at the scene of any emergency in the jail such as suicide or suicide attempt, "officer needs help," or "fight in progress."
84. Secures crime scene in jail by taping off area, standing guard, questioning people such as Command staff, Department Investigators, supervisors, or the coroner requesting to enter the scene, and keeping log of who enters and exits, and separating witnesses and involved employees, in order to preserve evidence for police investigation.
85. Dons and wears a helmet, stab resistant vest, and impact vest, and carries two 4-foot Plexiglas shields in order to enter cell and perform a cell extraction (removal of an unwilling inmate).
86. Reads and is expected to follow facility emergency evacuation plan, while wearing self-contained breathing apparatus (SCBA), including staff and inmate evacuation or related safety procedures in the event of fires or earthquakes in order to maintain inmate and staff safety.
87. While wearing self-contained breathing apparatus (SCBA), removes fire extinguisher weighing approximately 40 pounds from its storage area approximately three to four feet from the ground and carries it to the site of fire which may be up to three flights of stairs and/or 100 to 200 feet away in order to extinguish a fire.
88. While wearing self-contained breathing apparatus (SCBA), removes a fire hose with nozzle weighing approximately 10 pounds, drags the hose a distance of up to 75 feet, and controls its use when pressurized with water in order to extinguish a fire.

COMMUNITY RELATIONS

89. Identifies inmates who may be transients or homeless as potential candidates for the City's Community In-reach program which purpose is to provide assistance to the homeless and help reduce the homeless population by observing inmate's behavior and appearance and using resources such as Jail Card information or Dispensary files to screen for indicators such as no known address, contact information, or next of kin.