

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

12-15-95

SENIOR DETENTION OFFICER, 3212

Summary of Duties: 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 affirmative action responsibilities and does related work.

Distinguishing Features: A Senior Detention Officer is a civilian employee of the Police Department who normally wears a uniform and badge but carries no weapon other than OC spray. A Senior Detention Officer's basic function is to perform a variety of tasks which do not require the training or status of a peace officer.

An employee of this class is distinguished from a Detention Officer in that he or she may supervise Detention Officers and other civilian employees, or may perform responsible work of an independent nature. A Senior Detention Officer is also distinguished from a Senior Property Officer in that the former deals exclusively with the care and custody of arrestees, while the latter deals mainly with evidential property.

Incumbents in the class of Senior Detention Officer, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties: A Senior Detention Officer:

- Supervises and works with a group of Detention Officers engaged in the booking, processing, custody and care of arrestees;
- Assigns, trains, and evaluates the work of subordinates;
- Performs jail release desk functions at a major jail facility;
- Serves as a resource person to divisional jailers and the public on matters relating to

- jail release policies and procedures;
- Personally accepts and is held accountable for large sums of bail monies;
- Personally approves the release of arrestees on bail of \$100 or less;
- Screens all person entering jail facilities;
- May be required to use restraints in prisoner custody control;
- Communicates equal employment/affirmative action information to employees;

Examples of Duties (cont'd):

- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- Police procedures, activities and security provisions as related to the care and custody of arrestees;
- Practices and procedures involved in the booking and processing of arrestees;
- Effective safety principles and practices;
- Sound supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.

A working knowledge of:

- Memoranda of understanding as they apply to subordinate personnel;
- Methods, materials, and the use and care of equipment used in the cleaning and routine maintenance of jails.

A general knowledge of:

- City personnel rules, policies and procedures.

The ability to:

- Analyze situations such as they occur in the care and custody of arrestees and the processing of property;
- Comprehend written material and write clear and comprehensive reports;
- Learn and explain procedures and regulations;
- Understand and follow directions;

- Deal tactfully and effectively with other employees and the public;

Qualifications (cont'd):**The ability to (cont'd):**

- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply sound supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements: Two years of experience as a Detention Officer is required for Senior Detention Officer.

License: A valid California driver's license may be required. A valid California commercial driver's license may be required for some positions.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.