

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

02-09-96

PRINCIPAL DETENTION OFFICER, 3215

Summary of Duties: A Principal Detention Officer plans, organizes and directs the work of Senior Detention Officers, Detention Officers, and other personnel engaged in booking, processing, and releasing of arrested persons and their personal property; performs the more technical and responsible work; 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 Principal 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. An employee of this class performs a variety of tasks which do not require the training or status of a peace officer. This class is distinguished from Senior Detention Officer in that a Principal Detention Officer is a full-time supervisor.

Incumbents in the class of Principal Detention Office, as bona fide supervisors, 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 Principal Detention Officer:

- Acts as a full-time supervisor in planning, assigning, and directing the activities of Detention Officers, Senior Detention Officers, and other personnel engaged in booking, processing, and releasing of arrested persons and their personal property;
- Provides training to subordinates on Departmental policies and procedures;
- Plans and conducts Jail Operations School training for new Detention Officers;
- Prepares various activity reports;
- Coordinates the described activities with other divisions and agencies;
- May analyze and make recommendations on adequate security systems;
- May be required to use restraints in prisoner custody control;
- Communicates equal employment/affirmative action information to employees;
- 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;
- 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;
- Effective safety principles and practices.

A working knowledge of:

- Memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

- City personnel rules, policies, and procedures.

The ability to:

- Analyze situations 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;
- 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 Senior Detention Officer is required for Principal Detention Officer.

License: A valid California driver's license may be required.

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.